

AMATHOLE DISTRICT MUNICIPALITY

TO: ALL STAFF

FROM: DIRECTOR: CORPORATE SERVICES

SUBJECT: REFERRAL RECRUITMENT: BUDGET AND TREASURY OFFICE

PERSON DEALING WITH THE MATTER: MS. N. PLAATJIE

REF: 4/3

DATE: 03 JUNE 2026

The Amathole District Municipality is a Category C (Grade 6) Municipality, established in terms of the Municipal Structures Act. It is situated on the central coast of the Eastern Cape with its headquarters based in East London. The Municipality is looking for experienced and suitably qualified individuals to fill the following position:

DIVISIONAL HEAD: BUDGET & FINANCIAL REPORTING
[TASK Grade 17]

Inclusive salary package: R1 276 200.00 – R1 535 712 p.a]
[Basic salary scale: R808 044.00 – R1 635 804.00 p.a.]

[First preference will be given to Coloureds, Indians, Whites and People with Disabilities.]

Requirements include Grade 12; A Bachelor's Degree in Finance/Accounting or relevant qualification; Postgraduate/ Honours in Finance/ Accounting will be an added advantage. Accreditation with professional Accounting body e.g. SAICA, ACCA etc.; 5 years' relevant experience; a code B driver's license.


Duties include: Participating in collaboration with the Municipal Manager and Portfolio head, in the establishment of the department's vision, goals, objectives and policies; managing the divisional finances and controls budgets; renders support in the administrative management of the financial systems of the municipality; acting as custodian of the municipality's financial information systems and ensuring adequate internal controls are in place; operationally manager investments portfolios held by the municipality and VAT processes; compiles and submits reports; managing the panning, preparation and submission of Annual Financial Statements and Consolidated Annual Financial Statements; managing and controlling the compilation of the audit working paper file and audit and assurance activities; building and maintains relationships with stakeholders on behalf of the municipality.

Oversee the preparations of quarterly and Annual Financial Statements; Coordinate monthly and quarterly reports, prepare and review financial reports for executive management and council, ensure compliance with the MFMA, Municipality regulations, Treasury Circular and applicable accounting standards, manage the Municipality VAT function and ensure compliance with VAT act, Review and approve VAT reconciliation and VAT returns before submission to SARS. Ensure review of monthly GL; monitor VAT treatment of municipal transaction, contract, grants and capital projects, provide technical guidance to departments on VAT and taxation matters, identify opportunities to improve VAT recovering , liase with SARS, identify risks and implement mitigation measures, ensure compliance with internal control framework,



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 03/06/2026

AMATHOLE DISTRICT MUNICIPALITY

coordinate implementation of recommendations from Internal Audit and Auditor General, liaise with Provincial Treasury, Auditor General, coordinate all external and internal audit processes, serve as a primary liaison between the Municipality and Auditor General, coordinate responses to audit findings, management reports and requests, monitor implementation of audit action plans and corrective measures, support initiatives aimed at improving audit outcomes and achieving clean administration.

All interested persons should fill an **application form** that is available at the ADM entrance point and website www.amathole.gov.za. A detailed CV must be attached to the application form together with certified copies of relevant certificates including ID and delivered to Amathole District Municipality, Corporate Services Department, 15 Rees Street, Quigney, East London or an applicant may hand-in a completed application to ADM Office and place it in the application box that has been provided near the security entrance on the ground floor.

For enquiries, please contact Ms. N. Plaatjie at the following numbers (043) 783 2555/2369.

Closing date: 12 June 2026 at 15h30.

NB! Faxed, emailed and incomplete and late applications will not be considered. Canvassing with Councillors and whoever is not permitted, and proof thereof will result in disqualification.

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that ADM reserves the right not to appoint in this position.

Amathole District Municipality is committed to the achievement and maintenance of employment equity and diversity, especially in respect of race, gender and people with disabilities.



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Handwritten signature and date: 03/06/2026