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## PHUMELELA LOCAL MUNICIPALITY

**Phumelela Local Municipality subscribes to the principles of the Employment Equity Act, and need to appoint suitably qualified and experienced people in the under mentioned positions. People with the skills and expertise to discharge the duties of the under-mentioned Assets positions are invited to apply.**

### **MANAGER: ASSETS AND ANNUAL FINANCIAL STATEMENTS**

**Directorate: Finance**

**Reporting to: Chief Financial Officer**

**Remuneration: R 610 501.56 per annum plus benefits**

### **JOB PURPOSE**

To manage and coordinate the Municipality's asset management function and Annual Financial Statements (AFS) process, ensuring compliance with the Municipal Finance Management Act (MFMA), Generally Recognised Accounting Practice (GRAP) Standards, National Treasury guidelines, and applicable municipal policies.

### **KEY PERFORMANCE AREAS**

The incumbent will be responsible for:

- Manage the implementation and maintenance of the Municipality's Asset Management System.
- Ensure the safeguarding, verification, classification, and control of municipal assets.
- Maintain an accurate and complete asset register in line with legislative requirements. Ensure proper accounting treatment of assets including:  
Recognition and measurement  
Depreciation  
Impairment assessments  
Disposal and write-off processes.
- Coordinate the preparation, review, and submission of Annual Financial Statements.
- Ensure financial statements comply with GRAP Standards and MFMA requirements.
- Manage the AFS preparation timetable and coordinate inputs from relevant departments.
- Provide support during internal and external audit processes.
- Develop and implement internal controls relating to asset management and financial reporting.
- Monitor and address audit findings related to assets and AFS.  
Provide leadership, supervision, and performance management within the section.

### **MINIMUM REQUIREMENTS**

Bachelor's Degree in Accounting / Financial Management / Commerce or equivalent qualification.  
Minimum Competency Regulations (MMCR) compliance will be an added advantage.

Minimum of five (5) years' relevant experience in municipal financial management.  
 Experience in asset management and preparation of Annual Financial Statements.  
 Knowledge of GRAP Standards, MFMA and National Treasury requirements. Registration with a professional body (SAICA, ACCA, SAIPA) will serve as the added advantage

#### Competencies

- Strategic financial management
- Analytical thinking
- Attention to detail
- Leadership and people management
- Planning and organizing
- Report writing
- Problem solving
- Ethical conduct and accountability

### **MANAGER: REVENUE MANAGEMENT**

**Directorate: Finance**

**Reporting to: Chief Financial Officer**

**Remuneration: R 610 501.56 per annum plus benefits**

#### **JOB PURPOSE**

To manage the Municipality's revenue management function by ensuring effective billing, revenue collection, debt management, and compliance with financial legislation and municipal policies.

#### **KEY PERFORMANCE AREAS**

- Manage revenue collection and enhancement strategies.
- Oversee customer billing and account administration processes.
- Ensure accurate processing of revenue transactions.
- Manage debtors and credit control processes.
- Monitor outstanding debt and implement recovery strategies.
- Ensure compliance with the Municipal Property Rates Act, MFMA, and Credit Control and

#### **DEBT COLLECTION.**

- Prepare revenue performance reports.
- Manage revenue-related audits and respond to audit findings.
- Improve internal controls within the revenue section.
- Supervise, develop and manage revenue staff.

#### **MINIMUM REQUIREMENTS**

Bachelor's Degree in Accounting / Financial Management / Commerce or equivalent.  
 Minimum of five (5) years' experience in municipal revenue management.  
 Knowledge of municipal billing systems and revenue processes.  
 Knowledge of MFMA and relevant municipal legislation.

#### Competencies

- Financial management
- Customer focus

- Strategic planning
- Conflict management
- Communication skills
- Problem solving
- Accountability

**Phumelela Local Municipality is an equal opportunity employer and appointment will be made in accordance with the Phumelela Local Municipality's Recruitment and Selection Policy.** The Municipality reserves the right not to make an appointment.

***Please note:***

- Interested applicants meeting the requirements are requested to submit, their applications using the official application form for employment obtained from our website [www.phumelela.gov.za](http://www.phumelela.gov.za) **and also collect the original forms from our municipal offices** during working hours. Applications must be accompanied by a comprehensive CV, together with originally certified copies of qualification and identity document not older than **6 months** to The **Municipal Manager, Cnr. Kuhn & Prinsloo, Private Bag X 5, Vrede, 9835** or hand delivered at **Phumelela Local Municipality administrative building, Corner Kuhn & Prinsloo, Vrede, 9835**
- Faxed, email and late applications will not be considered
- Correspondence will only be entered into with shortlisted candidates.
- Applicants who have not been contacted in **90 days** of the closing of the post should consider their applications unsuccessful.
- Phumelela local municipality reserves a right not to appoint
- The submission of an application gives Phumelela local municipality a right to make enquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in a position of foreign qualifications, it must be accompanied by an evaluated certificate from South African Qualification Authority (SAQA)
- Canvassing councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant
- People from previously disadvantaged groups and people with disability are encouraged to apply
- For further enquiries please contact the Human Resource Manager, **Mr. T Tshabalala on 058 913 8300**

**Applications for the Vacancy should be forwarded to the following Address:**

**Phumelela Local Municipality; Private Bag X 5; Vrede 9835 Or Hand delivered at Vrede Municipal Offices; No 52 Cnr Kuhn & Prinsloo Street; Vrede 9835, no emailed applications will be accepted.**

**Enquiries: Mr. RT Tshabalala: Manager Human Resources  
Tel. (058) 913 8300**

**Closing date: 21 AUGUST 2026**

***Mrs. GPN Mhlongo Ntshangase***  
**MUNICIPAL MANAGER**