



## LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority

EXTERNAL ADVERTISEMENT  
DEPARTMENT: BUDGET AND TREASURY  
POSITION: ACCOUNTANT FINANCIAL SYSTEM ADMINISTRATOR  
Reference number: BTO/AFSA/01  
Salary: R 460 442, 10 per annum. Task Grade 13

### Minimum Requirements

- o National Diploma/B Degree in Financial Information System.
- o 2-5 years' experience on systems development and finance systems.
- o Certificate in Municipal Finance Management (SAQA Qualification ID No.48965) will be an added advantage.
- o Excellent written and verbal communication skills.
- o Advance computer software (MS Word, Excel, PowerPoint).
- o The incumbent must have a valid driver's licence or have the drivers' licence within 12 months of employment.

### Key Performance Areas

- o Review the effectiveness of the Financial Systems, usage and identifying issues.
- o Troubleshooting and fixing finance related system issues.
- o Testing and analyzing the functionality of Financial Systems.
- o Managing system upgrades with the IT department.
- o Ensure integration of sub systems (Payroll, Venting, Valuation, GIS etc.) into the Core Financial System.
- o Designing and implementing internal system controls (preventative and detective) to provide quality assurance over financial data.
- o Reviewing and maintaining all financial system policies and procedures.
- o Train employees on how to interact and interpret data for accounting purposes.
- o Responsible for back up and control accounts
- o System Administrator (grant employees' access to the system & periodic view access).
- o Execution of tasks send to systems programmers – monitor to ensure all tasks completed
- o Perform Financial System month end & year end closure.
- o Customize internal control and hardware to adjust how an IT system operates within the Municipality's infrastructure.

### Inherent requirements

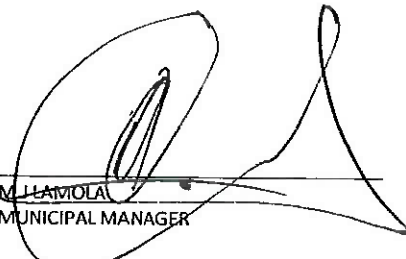
- Sound and professional interpersonal skills
- Ability to give attention to detail
- Supervision Skills
- Problem Solving Skills
- Ability to handle pressure and meet deadlines
- Strong sense of responsibility
- Decision making skills
- Administrative, and organisational skills
- Excellent verbal and written communication skills

### Please Note:

1. Interested internal applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Human Resource) PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa local Municipality Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply .
8. The application for employment form obtainable from the Lekwa Local Municipality website at [www.lekwalm.gov.za](http://www.lekwalm.gov.za) must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za) or 087 562 5296

Notice: 23/2024

Closing date for applications: 05 August 2024

  
M. LAMOLA  
MUNICIPAL MANAGER