



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

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE (PERMANENT)
POSITION: ACCOUNTANT BUDGET
LOCATION: STANDERTON
Reference number: BTO/BA/01
Salary: R 537 207,47 per annum. Task Grade 13

Minimum Requirements

- o Grade 12
- o A relevant 3-year tertiary qualification, preferably a National Diploma/B Com with Financial accounting as a major subject.
- o Certificate in Municipal Finance Management Programme (SAQA Qualification ID No.48965) will be added advantage
- o 3-5 years relevant experience required in municipal budgeting process required
- o Excellent written and verbal communication skills.
- o Advance computer software (MS Word, Excel, PowerPoint).
- o Knowledge and understanding of accounting standards, management accounting principles, MFMA, Municipal budget and reporting regulations and other applicable local government legislation
- o Knowledge and understanding of municipal budgeting process and financial systems.

Key Performance Areas

- o Assist with the compilation and implementation of the Municipality's Medium -Term Revenue and Expenditure Framework (MTREF)
- o Develop, review and manage budget systems, processes and procedures to ensure compliance with legislative requirements.
- o Monitor developments and updates from National Treasury, Provincial Treasury and relevant local government institutions and implement budget reforms.
- o Provide accurate and timely budget and management accounting reports.
- o Disseminate budget-related information and provide support to municipal directorates.
- o Assist departments with budget planning, reporting requirements and budget-related queries.
- o Manage and maintain computerized financial systems to ensure the availability of reliable and up-to-date financial information.
- o Prepare documentation for budget workshops, public participation processes and council budget meetings.
- o Capture approved budgets on the financial system and implement authorised amendments.
- o Analyse monthly budget performance and distribute budget reports to departments.
- o Assist with the preparation and compilation of adjustment budgets and mid-year budget assessments.
- o Monitor section performance and ensure achievement of departmental objectives.
- o Liaise with internal and external auditors and respond to audit queries.
- o Maintain adequate audit trails and supporting documentation.
- o Compile monthly, quarterly and annual budget and financial reports.
- o Support internal and external audits by addressing auditor enquiries and providing the necessary financial documentation.

Inherent requirements

- Sound and professional interpersonal skills • Ability to give attention to detail • Supervision Skills • Strong analytical and reporting skills
- Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills • Ability to work independently and within a team.

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 Acting 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 must be completed.
9. For further enquiries please contact the Acting Human Resources Administration Officer, Ms. P. Lubisi at plubisi@lekwalm.gov.za or 017 712 9819

Notice: 32/2026

Closing date for applications: 03 November 2025


ACTING MUNICIPAL MANAGER
T. MTSHISELWA