



LOCAL MUNICIPALITY OF LEKWA

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

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: BUDGET AND TREASURY OFFICE
POSITION: MANAGER FINANCIAL REPORTING
LOCATION: STANDERTON
Reference number: MP305/BTO/MAFR/01
Salary: R785 128.94 per annum Task Grade 16

Minimum Requirements

- A Bachelor's degree in Finance, Accounting, or a related field at National Qualifications Framework (NQF Level 7).
- Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential.
- Experience working in a public service or local government environment.
- Proven experience in the use of Caseware and MunSoft financial management systems for financial reporting, preparation of annual financial statements, reconciliations, and related financial processes.
- A minimum of 5 years' experience in a senior position within a financial accounting or financial reporting environment.
- Detailed knowledge of Accounting, Generally Recognised Accounting Practices (GRAP).
- Knowledge of relevant legislation.
- Knowledge and/or understanding of Municipal Finance Management Act (MFMA) and regulations.
- Knowledge of Treasury Regulations and Public Service Regulations.
- Advanced computer literacy
- Valid Driver's License

Key Performance Areas

- Ensure accuracy and reliability of financial reporting e.g. for Council, Audit Committee, AFS and National Treasury.
- Compile monthly reports for management e.g. for Council, Audit Committee, AFS and National Treasury.
- Interpret financial results for management information and for performance measurement.
- Prepare the interim and annual financial statements including supporting schedules for the year-end audit.
- Develop and implement Annual Financial Statement preparation plan.
- Liaise with all-relevant stakeholders in terms of Annual Financial Statement requirements.
- Prepare financial reporting system files.
- Facilitate the preparation and continuous review of the Annual Financial Statements prior and during the audit period.
- Identify key risk areas and maintain risk register, implement mitigating actions.
- Develop systems to identify and assess potential risks involved in the financial reporting.
- Liaise with auditors and manage audit process.
- Monitor and ensure that all financial processes and daily financial activities are performed in accordance with approved financial policies, procedures, applicable legislation, and internal control measures to support a clean audit outcome
- Ensure the accuracy and completeness of the General Ledger through the review, reconciliation, and approval of General Ledger balances and supporting reconciliations

Inherent requirements

• Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills. • Excellent interpersonal relations • Ability to function effectively within a team

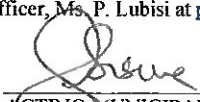
Please Note:

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: 17 August 2026



ACTING MUNICIPAL MANAGER
T. MTSHISELWA