



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

ACCOUNTANT SALARIES

Salary Grade: (T12) R391 095.24 - 507 653.28 (plus applicable benefits) • REF NO: BT M 5/5/4/2/1

Job requirements: • Grade 12/Matric • National Diploma (NQF Level 6) in Financial Management/ Accounting/ or relevant qualification • Three (3) years' experience in Payroll Section • Knowledge of Payday software system • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Analyse Payroll recording processes referring to information detailed in supporting documentation (letters of appointment, time sheets, etc.) and resolving deviations from processes • Provide support with regards to the consolidation of Payroll transactional information to facilitate the provision of information for the Financial Statements • Prepare statistical reports depicting short to medium term Payroll expenditure trends inclusive of explanations to support specific deviations • Interact with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific allowances, adjustments and allocation of Payroll processes • Reconciling Payroll-related payments (PAYE, medical aids, pension.) Proceeding with the posting and balancing of ledger accounts • Calculating, using specific formulae and procedures, determining statutory payments due (PAYE, etc.) and verifying payments against transactional information • Attend to queries related to the payment of benefit calculation, i.e. Pension Funds, Housing Payments, Receiver of Revenue, etc.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwaladm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwaladm.gov.za to reach us no later than 16h30, 19 MAY 2025.**

NB: When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER