

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Financial Services Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

ACCOUNTANT: MOVABLE ASSETS

REF NO: F-AI-ACC2

DEPARTMENT: FINANCIAL SERVICES

SECTION: Assets and Insurance Management

SALARY SCALE	TASK LEVEL 12 -Total cost to company – R635 246.45 – R800 228.76 per annum Benefits: Housing subsidy, Medical aid, Pension and Group life
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JOB PURPOSE:

To coordinate and monitor all asset management related activities pertaining to the compilation and maintenance of a register of movable assets and intangible assets, compliant with legislation, policies, systems and procedures, through relevant accounting and control processes and procedures.

SELECTION REQUIREMENTS FOR THE POST:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with Financial Accounting as a major subject.

OTHER REQUIREMENTS FOR THE POST:

- Valid code B drivers' license
- A high level of responsibility and the ability to work under pressure
- Thorough knowledge with an in depth understanding of South African Standards of GRAP, who specific reference to asset related standards. Financial management skills and the ability to interpret accounting standards for financial reporting and auditing.
- Extensive knowledge & experience with regards to compilation and maintenance of asset registers for different types of movable and intangible assets, to be applied in complex circumstances.
- Knowledge of the MFMA, understanding of the municipal finance management environment and the service delivery role of local government.
- Understanding of the principles of internal control, including those relating specifically to movable assets.
- Computer literacy (advanced skills in MS Office and more particularly MS Excel).
- Proficiency in at least two (2) of the official languages of the Western Cape – speak, read and write.
- Good supervisory, interpersonal and communication skills
- Ability to take initiative, solve problems, work accurately and independently.

EXPERIENCE:

- 2 – 5 years' experience

COMPETENCIES

<ul style="list-style-type: none"> • Accounting • Financial reporting • Financial process management • Oral communication • Written communication • Planning and organising • Interpersonal relationships 	<ul style="list-style-type: none"> • Communication • Action and outcome orientation • Learning orientation • Impact and influence • Team orientation • Coaching and mentoring
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Prescribed application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: financejobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 04 July 2025 at 23h59

Closing date for hardcopies: 04 July 2025 at 15h30

CITY MANAGER