

supply disruption, etc. ●Assists the Public Relations Officer in promotional activities aimed at improving the relationship with local structures and consumers. ●Assists potential consumers with the completion of application forms for municipal services. ●Conducts consumer satisfaction surveys to measure the level of satisfaction and advises management on the results and participates in corrective action such as providing contact numbers for defects to be reported at and for consumers to take meter readings together with the meter reader.

COMPETENCIES: COMPETENCIES: Core Professional Competencies ● Written Communication ● Oral Communication ● Attention to Detail ● Influencing ● Ethics and Professionalism ● Organisational Awareness ● Problem Solving ● Planning and Organising ● **Functional Orientation Competencies** ● Business Process ● Use of Technology ● Data Processing & Analysis ● **Public Service Orientation Competencies** ● Interpersonal Relationships ● Communication ● Service Delivery Orientation ● Client Orientation and Customer Focus ● **Personal Competencies** ● Action Orientation ● Resilience ● Change Readiness ● Cognitive Ability ● Learning Orientation.

DIRECTORATE: FINANCE

POSITION : **MANAGER EXPENDITURE**
SECTION : **EXPENDITURE**
REFERENCE : **FIN/ME/9/11/24**
REMUNERATION : **IN ACCORDANCE WITH JOB LEVEL 1 OF MERAFONG CITY LOCAL MUNICIPALITY (R 874 126.99 EXCLUDING BENEFITS)**

REQUIREMENTS: Grade 12. ●Tertiary Qualification preferably B Com with financial accounting as a major subject. Computer literacy. MS Office. ● 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of Financial information or having gained specialist experience in a finance discipline. ●Extensive understanding and knowledge of the application of applicable local government legislation(e.g. MSA, MFMA and others as applicable)

RESPONSIBILITIES: Directing and controls outcomes associated with utilization, productivity and performance of personnel within the **Expenditure**. ● Identifying and define immediate, short and long term objectives associated with **Expenditure Department** Services and processes ● Managing, develop and monitor the annual **Expenditure** budget. ● Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and/ or assessing the accuracy of project estimations/ costing referring to specifications and/ or technical requires. ● Monitoring and implementing corrective measures to rectify deviations contrary to financial regulations, audit requirements and departmental procedure. ● Prepare and manage the operational and capital budgets for the department's.

Monitoring and overseeing the expenditure of the department in terms of the business plan and or the agreed budget. • Ensuring compliance with the Municipal Financial Management Act (MFMA). • Approving budgetary expenditures with authorisation limits or delegations. • Reviewing and report on financial performance of the department. • Managing and facilitate the implementation of business plans, policies and procedures of council structures and departments. • Managing and implement expenditure policies, procedures, controls and systems to ensure compliance with set regulations and in line with the MFMA and treasury regulations. • Advising the Departmental Managers on the preparation of an Annual budget /plan to ensure improved operational efficiencies to ensure that budget is submitted in line with deadlines specified in MFMA • Managing and control the payment process of matching tax invoices to quotes, purchase orders, budget sheets and delivery and goods received notes to ensure payment of valid suppliers for valid goods and services received Creditor Management. • Managing and control the reconciliation of creditors' invoices to statements of account to ensure accurate and complete information on creditors for payment purposes. • Managing the issuing of payments to creditors to ensure that the organisation meets its obligations. • Manage and control the processes involved in the preparation of monthly reports that include age analysis, disputes and long outstanding orders to ensure availability of accurate expenditure information. • Managing and control the compliance with various policies, procedures and legislation to ensure that creditor's transactions are properly recorded and accounted for to provide accurate and reliable information on Creditor's transactions. • Manage and coordinate audit exercises, completion of year end audit packs and the provision of information required by auditors to ensure the audit queries are resolved in time to enable audit reporting.

COMPETENCIES: Core Professional Competencies • Oral Communication • Written Communication • Organisation Awareness • Costing • Financial Reporting • Problem Solving • Planning and Organizing • **Functional Competencies** • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management • **Public Service Orientation Competencies** • Interpersonal Relationships • Service Delivery Orientation • Communication • **Personal Competencies** • Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.