

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

DIRECTORATE: FINANCIAL SERVICES
FINANCIAL ADMINISTRATION
SENIOR CLERK: FINANCIAL STATEMENTS (REFERENCE: FIN 64)
PERMANENT APPOINTMENT - CERES

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Grade 12
- 2 – 5 years of relevant administrative experience.
- A valid Computer Literacy Certificate (MS Applications)
- Good human relations, interpersonal and communication skills and sound mathematical skills.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing and speech ability.
- Must be able to function effectively in difficult working conditions.
- Must be mentally fit and able to do the work.
- Ability to give attention to detail and a high level of responsibility.
- Ability to work under pressure and to handle conflict.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Written Communication; Oral Communication; Attention to Detail; Influencing; Ethics and Professionalism; Organisational Awareness; Problem-Solving & <i>planning</i> , and Organising
2.	Functional Competencies	Business Processes; Use of Technology and Data Processing & Analysis
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	<i>Action Orientation, Resilience, Change Readiness, Cognitive ability, and Learning Orientation</i>
5.	Management / Leadership Competencies	<i>Impact and Influence; Team Orientation and Direction Setting;</i>

Duties:

- Collect & File Supporting Documents required for the Annual, Quarterly, and Bi-annual Financial Statements.
- Assist with Asset Counts and Inventory Counts required for inclusion in Financial Statements.
- Assist the Assistant Accountant with Financial Statements in reviewing Income & Expenditure Allocations.
- Assist the Assistant Accountant with Financial Statements with the maintenance of General Ledger Parameters on the Financial System to ensure that the Ledger is GRAP Compliant.
- Update Budget Reports (A, B & C Schedules) with Audited Results for the previous three financial years for review by the Assistant Accountant, Financial Statements, to ensure compliance with the Municipal Budget Reporting Regulations (MBRR).
- Extract the Annual Audited National Treasury Returns (CAA, CFAA, OSAA, BSAA & AMA) for review by the Assistant Accountant, Financial Statements. Assist with the maintenance of parameters on the Financial System to ensure that these returns can be extracted and that they are aligned with the Audited Annual Financial Statements.
- Keep an electronic record in the sequential format of Journals processed and supporting documents for these journals.

- Provide a full support function to the immediate superior in obtaining information to be included in the Financial Statements.
- Provide assistance and information regarding requirements for adherence to preset deadlines and due dates.
- Interact constantly with Internal personnel and Departments.
- Promote the Section's and Council's service delivery objectives during all communications.

Salary: R 174 862.02 per annum (Post level T6 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 20 MARCH 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act)

**Municipal Manager
D Nasson
04/03/25**

06 MARCH 2026