



Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	JOB ADVERTISEMENT	
1	Job Title	<b>ACCOUNTANT BUDGET AND ASSET (PERMANENT)</b>
Ref. No. BTO086/04/26	Reporting to	<b>MANAGER: BUDGET, ASSET AND TECHNICAL SUPPORT</b>
Responsibility	<ul style="list-style-type: none"> <li>Plan and maintain the integration of the capital and cash flow budget and compile budget reports.</li> <li>Preparation of the half year and annual programme budgets and inputs to the accounting system.</li> <li>Monitor expenditure against budget effect transfers as and when necessary.</li> <li>Administer and prepare annual and adjustments budget preparations.</li> <li>Assist the Budget Manager by ensuring that all budgeting is correctly managed by ensuring spending is within budget allocation.</li> <li>Understanding system and able to identify front end for reporting.</li> <li>Compile monthly update and status report for submission.</li> <li>Pro-active problem solving and decision making.</li> <li>Co-ordinate and review monthly reconciliations of fixed assets, finance leases and operating leases.</li> <li>Ensure that the disclosure requirements for fixed assets, finance leases and operating leases as per accounting standards have been complied with.</li> <li>Fixed assets management.</li> <li>Inventory management.</li> <li>Working on mSCOA on regular basis.</li> </ul>	
	Qualifications	B. Com Degree in Accounting or Relevant Finance Qualification NQF level 7.
	Requirements	Valid Driver's Licence Registration with a professional body will be an added advantage Good facilitation and communication skills in at least two of official languages in the Free State.
	Remuneration	<b>R396 879.70 per annum</b>
	Specialised Training	Municipal Finance Management Programme Certificate (MFMP)
	Experience	2-5 years relevant experience or Finance related field
	Knowledge and Skills	Good knowledge of legislations governing local government; Good governance
	Behavioural Competencies	Ability to maintain a high level of confidentiality and professionalism. Strong analytical and problem-solving abilities.
<b>Please note :</b>		
<ol style="list-style-type: none"> <li>Applications must be on Application Form for Employment obtainable in Gazette No. 45181 – <a href="http://www.xhariep.fs.gov.za">www.xhariep.fs.gov.za</a> appear as Annexure B in Page 762 of 770</li> <li>Applications should include resume and certified copies of qualifications and ID.</li> <li>It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.</li> <li>Should applicants not hear from us after 30 days after the closing date; they should consider their</li> </ol>		

applications unsuccessful.

5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
6. People from designated groups are encouraged to apply.
7. No late applications will be considered.
8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. ***The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.***
10. Xhariep District Municipality reserves the right not to make any appointment or follow other forms of recruitment and to re-advertise before a short list is compiled.

<b>Applications should be directed to:</b>	The Municipal Manager : Ms LY Moletsane , Private Bag X136, Trompsburg, 9913 <b>(Only hard copies)</b>
Enquiries	Mr Tefo Lebaka Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478
Date of Publication	13 April 2026
Closing Date	27 April 2026

Approved by:  .....

Ms. LY Moletsane

Municipal Manager

Xhariep District Municipality

Date: **10.04.26** .....