An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Email: mailebo@gmail.com Website: www.xhariep.gov.za

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 posts.

POST NO	JOB ADVERTISEMENT	
1	**Job Title**	**MANAGER EXPENDITURE AND PAYROLL (Permanent)**
Ref. No. BTO075/11/2026	**Reporting**	**Chief Financial Officer**
Responsibility	• Financial planning and reporting: Identifies and defines the short to medium term objectives and priorities of the section encapsulating, expenditure and remuneration control functionalities to ensure the Division is positioned to capably attend to expenditure requirements associated with normal, critical capital and ad-hoc deliverables identified as priority in the Integrated Development Plan of the Municipality. • Expenditure control: Manages applications and sequences associated with recording, authorization and execution of expenditure and payroll transactions to ensure expenditure related processing and recording sequences are performed in accordance audit guidelines and generally accepted accounting principles • Investments: Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts to ensure maximum return is obtained from all short-term investments contributing positively to Council's cash flow status • Procedures, systems and controls: Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure and Payroll Division's structure to ensure laid down policies and procedures adhered to contributing to sound administration of critical outcomes and expenditure transactions. • Reporting and Compliance: Report to management/committees to promote sound financial practices and to ensure compliance with statutory requirements (MFMA Section 52 and 71), policies and guidelines of the municipality. • Personnel and performance management: Directs and controls the Key Performance Indicator's and outcomes of personnel within the Expenditure and Payroll Division to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Division to contribute positively to the Department's service level objectives and outcomes.	
	No. of positions	1
	Qualifications	Bachelor's Degree in Accounting or Financial Accounting NQF 7
	Requirements	8 years working experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in finance discipline. Must have strong Management Skills Compliance with Government Notice 40593 National Treasury no.91 dated 3 February 2017 i.e. competencies for financial officials. Proficient in at least 2 of the 3 official languages prevalent tin the Xhariep District Area.

		High level of proficiency in Excel & Municipal financial systems Valid Drivers Licence with own transport Knowledge of Local Government Legislations Good communication and conflict management skills Must be able to handle high pressurized situation.
	Remuneration	**R 617 777.54 per annum**
	Specialised Training	Knowledge of Pastel Accounting. Registered with Institution of Municipal Finance Officers/ SAICA/ SAIPA
	Experience	Knowledge of any Financial System Knowledge of Pastel Accounting system will be an added advantage.
	Knowledge and Skills	• Analyzing and aligning operating capacity and capability of division to deliver against specific key performance areas. • Analyzing accounting records/ entries of transactional sequences (salary, allowances etc.) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor account. • Monitoring transaction sequences associated with expenditure for capital and ad-hoc project. • Producing monthly/ quarterly/ ad-hoc reports in terms of the Municipal Finance Management Act. • Reviewing financial reports.
	Behavioural Competencies	Integrity Honesty and confidentiality. Financial Problem-Solving skills Ability to work under pressure. Ability to take verbal and written instructions

Please note:

- ❖ Application form for employment is obtainable in Gazette No. 45181 - www.xhariep.gov.za appear as Annexure B, page 762 of 770
- ❖ Applicants are informed that all the necessary checks/vetting to ensure suitability conducted.
- ❖ Applications should include the covering letter/Application form; resume and certified copies of qualifications and ID.
- ❖ The reference checks will be done to all shortlisted candidates.
- ❖ No emailed or faxed applications will be accepted.
- ❖ No late application will be considered.
- ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.
- ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.
- ❖ Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
- ❖ Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before short list is compiled.

Applications should be directed to:	The Municipal Manager: 20 Louw Street, Trompsburg, 9913
Enquiries	Mr TA Lebaka Manager: Human Resource Management and Labour Relation Tel. 0510112238 /Cell: 076 098 1478
Date of Publication	20 November 2026
Closing Date	09 December 2026

Approved by:

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Me. LY Moletsane
Municipal Manager