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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **OFFICER: ACCOUNTING (JOURNAL PROCESSING)**
- **SPECIALIST: PROCESS MONITORING**
- **MANAGER: TREASURY ACCOUNTANT**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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PERMANENT POSITION: OFFICER: ACCOUNTING (JOURNAL PROCESSING)

DEPARTMENT:	Group Finance (Property Branch)
BRANCH:	Finance, Compliance & Data
DESIGNATION:	Officer: Accounting (Journal Processing)
REMUNERATION:	R24 119.71 pm (basic salary, excluding benefits)
LOCATION:	2 nd Floor, Jorissen Place, Braamfontein

Minimum Requirements:

- Matric certificate/Grade 12 and a Finance related National Diploma (NQF level 6);
- 1 – 3 years' experience in a financial environment with good computer literacy skills.

Primary Function:

Play an active role in checking, capturing and authorizing customer related journals to ensure the correct recording of Property Rates revenue and debtor balances in support of the Property Branch to ensure better financial management with guidance from the operational manager.

Key Performance Areas:

- Quality assurance of customer journals receipted in the journal processing environment in line with the standard operating procedures;
- Journals are captured and authorized on the SAP system as per standard operating procedures to update the financial ledger (revenue) and sub ledger (debtor's accounts) accurately and timeously;
- Test the quality of journal documents and accuracy of journals captured from samples provided.
- Request, monitor and maintain the use of assets and equipment for the fulfilment of work duties;
- Provide administrative and support assistance in the Finance Section;
- Represent the Finance Section in various Finance forums and structures where financial issues are discussed.

Leading Competencies:


- In depth understanding of documentation management;
- Excellent computer skills in Microsoft Excel, Word and SAP.


Core Competencies:

- Attention to detail, analytical mind, ability to maintain confidentiality and withhold confidential information;
- Take initiative where necessary, practice good time management and building and maintaining effective working relationships.
- Provide information to managers and co-workers by telephone, in written form, e-mail or in person.



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Please take note that only online applications will be considered. Please apply by using the following link below:

https://share.hsforms.com/1r9ty0bmsQ_K-9Y3_6ZslyA469tl

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Pearl Fambe

Tel No: (011) 021 3269

CLOSING DATE: WEDNESDAY, 03 AUGUST 2022

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.



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PERMANENT POSITION: SPECIALIST: PROCESS MONITORING

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Property
<u>DESIGNATION:</u>	Specialist: Process Monitoring
<u>REMUNERATION:</u>	R29 850.81 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	66 Jorissen Place, Braamfontein

Minimum Requirement:

- Matric / Garde 12 plus
- National Diploma / NQF Level 6 in Law/Audit/Commerce/Risk/Compliance or equivalent
- 3 - 5 years' experience in a Compliance, Audit, Risk, Process Monitoring and Business Management
- SAP; Valuation System, Land Information System, Corporate Geo-informatics, and Microsoft Office.
- Knowledge of the Policy Framework of government and the regulations and legislation that drive it.
- Sound knowledge of adaptive management learning principles and practices.
- Principles and practices of project management.

Primary Function:


To monitor compliance with legislation and policies within the Group Finance, Property Branch. The monitoring of compliance standard and control measures, procedures, and systems.

Key Performance Areas:

- Develop and Monitor yearly Compliance and Process Monitoring plans.
- Develop and Monitor the Compliance to the Legislation, Policies and Procedures with Property Branch.
- Representing the Property Branch in various Compliance and Risk Management Forums.
- Participating in stakeholder management internally and externally, this includes the City's Municipal owned entities.
- Monitoring of the Departmental Strategic Risk and Operational Risk Registers.
- Monitoring assets and resource within Property Branch.
- To ensure that reporting requirements are complied with an accurate information is disseminated to support specific decisions or actions.



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Leading Competencies:

- Ability to handle the demands of various personality types.
- Maintain strong professional and positive demeanor.

Core Competencies:

- Excellent oral and written communication
- Interpersonal,
- Negotiation and liaison skills
- Ability to work in partners with senior officials
- Manage relationships with internal and external stakeholders.
- Ability to maintain strict confidentiality and withhold confidential information;
- Ability to work independently and where necessary takes key decisions in complex situations as well as stand by the decisions taken.
- Excellent report skills,
- Excellent planning, Organising
- Time management skills.
- Excellent computer skills in Microsoft Excel, Microsoft Word, SAP, Land Valuation system and any other accounting package.

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<https://share.hsforms.com/1sZSVH08VQuCISS44Su57hQ469tI>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Gabisile Zitha

Tel No: (011) 032 0415

CLOSING DATE: WEDNESDAY, 03 AUGUST 2022

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PERMANENT POSITION: MANAGER: TREASURY ACCOUNTANT

<u>DEPARTMENT:</u>	Group Finance
<u>BRANCH:</u>	Treasury
<u>DESIGNATION:</u>	Manager: Treasury Accountant
<u>REMUNERATION:</u>	R42 403.58 pm (basic salary, excluding benefits)
<u>LOCATION:</u>	66 Jorissen Place, Braamfontein

Minimum Requirement:

- Grade 12/NQF level 4 with a Degree in Financial Accounting or equivalent NQF level 7.
- 5 – 7 years' experience in financial reporting as well monthly reporting.
- Knowledge of GRAP, IFRS and GAAP.
- Strong technical accounting knowledge in reporting of financial instruments.
- Knowledge of the Municipal Finance Management Act as well as relevant regulations and circulars.
- Computer literacy – Microsoft Application- Word Excel, PowerPoint. SAP (Finance) and report writing skills required.
- Must have a valid driver's license

Primary Function:


Perform a variety of managerial, accounting duties in order to ensure the effective management and the recording of the Accounting Section within the Treasury Department.

Key Performance Areas:

- Manage and control specific accounting procedures associated with treasury accounting and budget and budget process.
- Assist with the compiling and implementation of specific policies and procedures and reporting embodied in the Treasury section.
- Assist with the development and implementation of the Treasury systems and the Accounting Systems.
- Assists with the development and implementation of Treasury systems and the Accounting Systems. Ensure planning and development analysis.
- Manage and coach staff in the Treasury unit to ensure that all staff meet the department objectives in line with broader organization objectives and requirements.
- Manage and monitor assets and resources of the Directorate. Control, consolidate analyze and submit various reports. Practice good governance and management of risk.



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Leading Competencies:

- Collaborative Teamwork & Team Building,
- Management & Accountability;
- Building and maintaining effective working relationships;
- Excellent report design skills;
- Excellent planning;
- Organizing and time management skills.

Core Competencies:

- Attention to detail and high level of accuracy in the recording and capturing of information;
- Ability to work independently and where necessary take key decisions in complex situation;
- High level of Communication skills required to work with people;
- Customer and Service Delivery Management (Batho Pele) Ethics,
- Conflict Management;
- Problem solving skills;
- Integrity and Professionalism;
- Impact and Influence and Confidentiality.

All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements.

ENQUIRIES ONLY:

Contact Person: Mkhuleko Shongwe
Tel No: (011) 021 2545/0303

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<https://share.hsforms.com/1meylUqD0Q0aax-BpivccKq469tl>

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