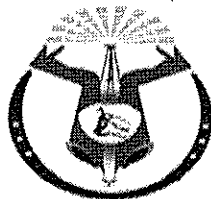


Ubuntu Municipality



Ubuntu Municipality  
Ubuntu • Umoosa • Ushaka  
Community • Culture • Heritage

**EXTERNAL ADVERTISEMENT  
NOTICE NUMBER 5/2026  
DIRECTORATE: BUDGET AND TREASURY OFFICE  
BUDGET AND TREASURY OFFICER**

Ubuntu Municipality, with its Headquarters in Victoria West, invites suitably qualified to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to principles of employment equity, and actively promotes representation in terms of race, gender and disability.

**REMUNERATION: T11 Salary Scale**

**FRINGE BENEFITS**

- 13<sup>th</sup> Cheque
- Pension Fund
- Medical Aid Benefits
- Housing and leave

**MINIMUM REQUIREMENTS**

- Grade 12
- B. Comm Accounting/National Diploma Financial Management/National Diploma Accounting
- Understanding the application of Asset management and Asset Management systems.
- Understanding and knowledge of financial computer systems
- Understanding of Municipal Financial Management Act (MFMA) and Treasury regulations and other legislation, procedures and processes pertaining to Local Government Finance
- Experience in the compilation of a municipal budget/adjustment budget
- Experience in the compilation of Annual Financial Statements of a Municipality
- Experience in the compilation of the finalisation of the audit of the Annual Financial Statements of a Municipality
- Experience in the compilation and implementation of audit action plans
- Experience in the Supply Chain Management function in a Municipality
- Knowledge of MSCOA
- A valid driver's license

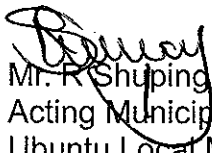
## KEY PERFORMANCE AREAS

- Responsible for maintenance of the Asset Register
- Fleet Management and Control
- Responsible for the assistance of the completion Annual Financial Statements
- Responsible for the compilation of the Audit Action Plan (both internal and external audits) and oversight role to ensure all items included in the Audit Action Plan are attended to during the year
- Assist with compilation of Annual Report
- Assist with bank reconciliations
- Responsible for the compilation and implementation of the Municipality Budget/Adjustment Budget and SDBIP
- Responsible for completion and submission of all MFMA monthly /quarterly / half-yearly /yearly reporting
- Responsible for ensuring that the MFMA and financial regulations adhere to by the Municipality
- Responsible to ensure that the Asset register and system is updated regularly.
- Compliance with MSCOA
- Any reasonable task that may be assigned by the Finance Manager and the chief Finance Officer

Interested persons are requested to forward a comprehensive Curriculum Vitae together with certified copies of qualifications to the Municipal Manager. Applications can be emailed to [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za).

## CLOSING DATE 05 MARCH 2026

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful.
- ❖ No late, application will be accepted
- ❖ No application will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates

  
Mr. R. Shuping  
Acting Municipal Manager  
Ubuntu Local Municipality  
Private Bag X329  
Victoria West

7070