



# uMngeni Municipality

## UMNGENI MUNICIPALITY VACANCIES

**uMNGENI MUNICIPALITY with its legislative and administration seat in Howick seeks the services of suitably qualified and/or experienced persons for the following posts:**

### NOTICE NO: 10/2021 EXTERNAL /INTERNAL ADVERT

#### FINANCE DEPARTMENT MANAGER: ASSETS MANAGEMENT AND INVENTORY

Task Grade 16: R530 177.52 – R688 201.80 annum plus the normal fringe benefits

#### Requirements:

- Matric/Grade 12 National Diploma in Accounting or equivalent (NQF Level 6) / or B. Degree and Minimum Competency Level (MFMP)
- Computer Literacy
- 4 - 5 years relevant experience.
- Auditing and MSCOA knowledge will be an added advantage.

#### Responsibilities:

- Manages and controls the application of accounting procedures by attending to the processing and reconciliation of all fixed assets transactions to support analysis, identification and reconciliations of transactions, guiding and developing personnel or the processing of procedures and attending to specific administrative processes associated with all municipal assets, inventory and fleet.
- Develop Fixed Assets and Inventory Register which is in line with the National Treasury guide in terms of GRAP compliance with all required fields.
- Undertake that all registers follow the correct accounting method i.e. Cost method or Fair value method.
- Monitor that the register is updated and aligned with the financial system and financial statements.
- Establish sufficient internal controls and make sure they are implemented to monitor all Councils stock, its movements and shelf life.
- Make sure that all information that is updated is in an audit file to serve as audit evidence that warrants or justifies all movements.
- Determining the strategic vision and plan pertaining to the direction that the Assets and Inventory Section must take in achieving pre-determined objectives.
- Proactively managing change and change implications in terms of GRAP standards, Data Migration, and all other legislative requirements.
- Providing visible, supportive and effective leadership to all sub-ordinates.
- Motivating and empowering staff to deliver on strategies and goals by training and guiding the staff.
- Fostering a positive and creative management culture within the section to ensure that
- Authorise all acquisitions that emanate from the Assets and Inventory Section.
- Maintain the paper trail of all new acquisitions which are collected and ensure that an audit file is prepared.
- Monitor the Work in Progress file of and projects and perform reconciliations to the WIP register on a monthly basis.
- Verification of project spending in line with approved project implementation plan in terms of budget work done on site.
- Establish unique identification of all new acquisitions and ensure that it is done.
- Capital Expenditure and Grant reporting for completeness of transactions.
- Formulate controls to ensure isolation of responsibility, segregation of duties, source document design and alignment with relevant legislation.
- Monitor that receipts of all acquisitions are traced back to the general ledger.
- Establish that all pro-rata VAT issues are addressed and assets are captured at the correct value.
- Monitor that all these acquisitions are taken to a suspense vote for all categories of assets.
- Enforce that all Heads of Department provide verification plans and methodologies before asset verifications of both movable and immovable capital assets is done.
- Evaluate plans and methodologies and ensure their implementation by conducting spot checks during verifications.
- Must monitor that all information added, amended or to be removed from the register is in line with the internal Asset Management Policy and procedure manual.
- Establish that there are summary reports that outline which assets were disposed, impaired, written off, or transferred for each category of asset.
- Establish that all necessary changes as effected by the ASB in a form of Directives issued by the ASB are implemented.

- Verify and validate whether Movable Assets should be disposed of.
- Analyse fixed assets register as requested.
- Prepare audit schedules relating to Movable and fixed assets, and respond to audit queries.
- Track all expenditures for fixed assets in comparison to the capital budget and management authorizations.
- Compile a list of all Council inventory and verify that it is valued correctly.
- Establish that there is an adjustment on inventory assets that deals with the net realizable value in the subsequent period.
- Monitor that the prepared journals speak to these movements.
- Develop a WIP Schedule that reconciles to capital spending (an account of all projects that are currently under construction).
- Prepare a Depreciation Schedule that is a summary of all depreciation coming from the all asset categories.
- Compile a summary schedule of all spending from projects that is signed-off by the technical departments in charge of these projects.
- Monitor that the reports extracted from the SAM-RAS financial system (Monthly Creditor payments report, Capital projects report and Grant Expenditure Report) are used to capitalize assets acquired monthly.
- Verification all capital transactions in the capital payments report are capitalized to ensure completeness.
- Monitor that all spending associated with grants and council funded projects are reflected on the WIP register.
- Monitor that all these transactions are aligned with all audit assertions for balance's and that sufficient appropriate evidence is collected and filed on a monthly basis.
- Establish that all capitalized assets are depreciated as per Councils Policy on depreciation.
- Reconcile updated registers t with what is on the General Ledger Acquisitions register.
- Take control receipt of all assets that are deemed to be obsolete or redundant and store them in the storage facility.
- Responsible for all assets received and make sure they are clearly marked on the register.
- Maintain that there is a disposal form for each asset and all signatories have signed the form giving authority for the disposal.
- Draft an item to MANCO, FPC, ADC, EXCO and Council to obtain approval for the disposal.
- Plan and conduct auction in accordance with the provisions of the MFMA.
- Make sure that conditions of the auctions are drafted and are readily available.
- Create a floor plan and registration documents.
- Establish that there is a qualified auctioneer to conduct the proceedings.
- Monitor the auctions process.
- Verify that all items purchased are collected as per the conditions of the auction.
- Verify that all items sold are accounted for in accordance with the agreed Bid prices.
- Compile a journal to account for the loss or gain on the sale of each asset.
- Monitor that these assets are removed from the assets register.
- Ensure that there are procedures that ensure the effective and efficient counting of stock.
- Ensure that there is an independent person (Internal/External Auditors) during these stock counts.
- Ensure that all discrepancies picked up are investigated and resolved on a timely basis.
- Ensure that all counters are briefed on the process, and provide all necessary resources.
- All stock purchases are added to bin cards and that GRV's are processed on a timely basis.
- Report all stock losses / obsolescence of stock to Management and the relevant Committees'.
- Deal directly with the office of the Auditor General, National Treasury, Cogta and other state organs on all issues affecting the Section.
- Devise contingency plans in case of inefficiencies within the process of procurement.
- Compile SLAs with service providers guided by the nature and priority of the commodity required for service delivery.
- Design and distribute the standardized reporting template for all departments.
- Chair the Assets Steering Committee Meetings.
- Must see to it that all budgets allocated to the section are used cost effectively, equitably and based

- on the needs of the section and the municipality.
- Compile long-term, medium- term and short-term budget needs for incorporation in budget planning.
- Monitor that SLAs are formulated and standardize with the requirements of all relevant legislation.
- Plan that the SCM process is followed 3 months in advance, before the expiry of any contract linked to the Municipal General Stores.
- Monitor and sign-off on the contracts register on a monthly basis.

#### ACCOUNTANT: ASSETS MANAGEMENT X2

Task Grade 12: R322 213.56 – R418 242.72. annum plus the normal fringe benefits

#### Requirements:

- Matric /Grade 12, National Diploma in Accounting or equivalent (NQF Level 6) and Minimum Competency Level (MFMP). MSCOA knowledge will be an added advantage.
- Computer Literacy
- 2-3 years relevant experience.

#### Responsibilities:

- Develop and maintain Councils Fixed Assets including Work in Progress Register and Infrastructure Inventory Listings in order to ensure that there is proper control of municipal assets.
- Develop and maintain a summary schedule of all spending from projects that are signed-off by the technical departments in charge of these projects. Extract accounting transactions associated with asset acquisitions, depreciation, gains and losses on disposal, project WIP management.
- Provide detailed reports to enable the timely preparation of Councils AFS, budget and other financial asset management purposes.
- Advise departments on the accounting treatment for relevant projects based on Accounting Standards and regulations.
- Develop and maintain the Fixed Assets Register in accordance with the National Treasury guide for a GRAP compliant asset register in terms of all fields required.
- Preparing all registers according to the correct accounting method i.e. Cost method or Fair value method.
- Preparing and Reconciling the registers (FAR) with the financial system and financial statements.
- Prepare and maintain all information that is in an audit file to serve as audit evidence that warrants or justifies all movements.
- Perform and monitor that annual verification of all Councils assets is conducted and updated on to the Fixed Assets Register.
- Develop and maintain registers that are in line with the internal Asset Management Policy and procedure manual.
- Develop and maintain summary reports that outline which assets were disposed, impaired, written off or transferred for each category of asset.
- Implement all necessary changes as effected by the ASB in a form of Directives issued by the ASB.
- Verify and validate whether Immovable Assets should be disposed of.
- Conduct analyses related to fixed assets as requested by Manager Assets and Inventory.
- Prepare audit schedules relating to Movable and fixed assets, and assist the auditors in their enquiries.
- Be available during any audits that involve fixed assets.
- Track all expenditure for fixed assets in comparison to the capital budget and management authorizations, in order to ensure that there is proper control of municipal Assets.
- Prepare Municipal Inventory Listing on a weighted average costing model for Infrastructure Assets.
- Develop and maintain a WIP Schedule and reconcile to capital spending (an account of all projects that are currently under construction).
- Prepare and maintain a Depreciation Schedule that is a summary of all depreciation coming from the sixteen (16) asset registers that we have.
- Prepare and maintain a summary schedule of all spending from projects that is signed-off by the technical departments in charge of these projects.
- Prepare and maintain Inventory Listing for all Infrastructure Assets.
- Prepare and maintain sufficient and appropriate evidence with regards to change in estimates, Prior Year Errors, Impairment and Capitalization of Assets
- Inspect expenditure line items to ensure that

- all items purchased which are capital in nature should be Capitalized and included in the relevant Asset Register.
- Prepare and maintain journals for items that are capital in nature in the expenditure vote to be capitalized.
- Prepare and maintain reconciliation for acquisitions, ensuring it is traced back to the general ledger.
- Prepare and maintain reconciliation between the registers and the General Ledger to ensure that all Acquisitions are accounted for.
- Develop and maintain reconciliation between AFS, FAR and SAMRAS Asset Module.
- Develop and maintain depreciation and Impairment report for Budget purposes.
- Develop and maintain a monthly reconciliation of the Infrastructure Inventory Listing.
- Investigate and report on variances.
- Developing and maintaining accounting policies, procedures and controls in accordance with sound accounting principles, applicable regulations and laws as well as best practice
- Ensuring that all assets are accounted for correctly and accurately.
- Ensuring that items capitalized do exist.
- Onsite verification for projects that work is being paid for and completed to ensure correct and accurate information of the Asset for unbundling purposes.
- Supervising the performance of subordinates.
- Providing advice and direction on daily duties.
- Recommending disciplinary action and undertaking preliminary investigations.
- Obtain and reconcile paper trail for all new acquisitions and prepare audit file.
- Obtain progress on Work in Progress projects and update WIP register.
- Perform physical verification on projects on site to align spending to progress on site.
- Perform reconciliation between Capital Expenditure and Grant reporting for completeness of transactions.
- Advise Departments on the methodology and ensuring that it is aligned with GRAP.
- Inspect verification outcomes and ensuring that all information added, amended or to be removed from the register is in line with the Internal Asset Management Policy and procedure manual.
- Obtain evidence and prepare audit file for all disposed, impaired, write-off's and change in estimates.
- Obtain list and supporting documents from Departments on all assets that are obsolete or write-offs and prepare Journal and apply accounting treatment to the relevant registers.
- Physically inspect this item and ensuring that they exist and are obsolete and redundant.
- Remove this item from the Asset Register.

Failure to comply with the provision of any of these advertisements and/or the canvassing of Councilors and/or officials and/or rendering of false information on the application, will result in disqualification. The appointment of any applicant is at the sole discretion of the Municipality. The Municipality is an equal opportunity, affirmative action employer. The Municipality's target is to appoint from the previously disadvantaged group and people with disabilities.

Application forms will be obtainable on our website ([www.umngeni.gov.za](http://www.umngeni.gov.za)) or at our HR Office. Application in a sealed envelope, clearly marked (Application of the Post together with the Certified copies of qualifications: ...) a relevant post and the Department addressed to the Municipal Manager, uMngeni Municipality, P O Box 5, Howick, 3290, must be received by the Registry Section on/or before 16th July 2021. No faxed or late applications will be accepted.

For enquiries please call the respective Departments through Switchboard number (033 – 2399200)

If you are not contacted within fourteen (14) days after closing date you should consider your application unsuccessful.

Ms. T. CIBANE  
MUNICIPAL MANAGER

