



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

Enterprise iLembe is a Regional Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region

VACANCY

Financial Accountant (Market Related, inclusive package)

Requirements:

- An appropriate Bachelor's Degree/Diploma / in Finance or Equivalent qualification
- 3 to 5 years Financial experience
- Min 2 years experience in a Public Sector Financial environment
- Must have excellent attention to detail and analytical skills
- Proficiency in English written and verbal
- Understanding and knowledge of MFMA & Pastel Evolution (non negotiable)
- Code 08 Drivers Licence

Key Responsibilities: The appointee will be required to undertake the following duties:

- Assets Management and Control
- Creditors Management
- Maintenance of Internal controls and processes
- Receipts and cash book maintenance
- Balancing and reconciling expense accounts
- Assist with Financial year end Audit Packs
- Reconciliations and Invoicing
- Assist with internal and external Audit requests
- Management of Grants
- VAT returns

Enterprise iLembe subscribes to the principals of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your application together with a detailed CV and certified copies of your educational certificates to: **The Chief Executive Officer, Mr. T Mkhwanazi, Enterprise iLembe. P O Box 593, Ballito 4420. Email: kerry@enterpriseilembe.co.za**

The closing date for submissions is **Friday, 18 March 2016; 16h00**. Please note that faxed applications and applications received after the closing date will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.

T Mkhwanazi
Chief Executive Officer
Enterprise iLembe