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www.lejwelda.org.za info@lejwelda.org.za

333 Stateway Road, Gerrie Kemp Building, Welkom, 9460

Lejwe le Putswa Development Agency (LDA) Finance Manager Vacancy

The Lejwe le Putswa Development Agency (LDA), an entity of the Lejweleputswa District Municipality, located in Welkom, Free State, invites suitably qualified and experienced professionals to apply for the position of Finance Manager.

Position : Finance Manager
Employment Status : Permanent
Total Remuneration Package : Remuneration Market Related.

Purpose of the Position

The Finance Manager will be responsible for overseeing financial control, development financing, and cash flow management for all LDA developments. The role involves managing outsourced functions to ensure the effective operation of the Finance Department, both internally and externally. The Finance Manager will also be responsible for developing the Annual Financial Statements and ensuring that all financial activities align with the Municipal Finance Management Act (MFMA).

Key Responsibilities

- Lead and manage the Finance Unit's personnel to ensure optimal utilization and performance.
- Develop, manage, and implement finance policies for the LDA, including:
- Contributing to the development of long-term strategic plans, ensuring alignment of the finance strategy with organizational objectives.
- Advising management on current financial practices, policies, and procedures.
- Ensure that financial operations, including budgeting, forecasting, and financial reporting, adhere to the principles outlined in the MFMA and are completed within the prescribed timeframes.

Financial Accounting

- Manage the financial accounting functions, including monthly reviews of cash books, bank reconciliations, and financial transactions.
- Develop the Annual Financial Statements for the LDA, ensuring full compliance with the MFMA and other applicable regulations.
- Oversee the preparation of quarterly and annual financial statements, fixed asset register, and statutory returns (e.g., VAT).
- Ensure compliance with tax regulations, including managing income tax returns and liaising with SARS.
- Supervise the preparation of annual financial statements and audit files for review by the Auditor-General.

Reporting & Auditing

- Prepare quarterly and annual financial reports for group accounting, treasury, and budget offices.
- Ensure the accuracy and completeness of information extracted from the accounting system.
- Oversee the auditing process, including following up on audit findings and liaising with internal and external auditors.

Payroll Management

- Manage payroll activities, including reviewing and approving the monthly payroll register, payroll transactions, and ensuring compliance with relevant legislation (e.g., UIF, tax).
- Oversee the accuracy of payroll calculations, including bonus payments, annual increases, and overtime.
- Ensure that payroll information is up to date and that all reconciliations are accurate and submitted to SARS.



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Qualifications & Experience

- BCom Accounting or CTA (completed articles).
- SAPA or CA(SA) qualification is an added advantage.
- A minimum of 5-7 years of experience in finance.
- Knowledge of GRAP, IFRS, MFMA, and corporate governance.
- Strong understanding of the Municipal Finance Management Act (MFMA).
- Advanced proficiency in MS Word and Excel.

Please Note

Only shortlisted candidates will be contacted. Should you not be contacted within 30 days of the closing date, please consider your application unsuccessful. Shortlisted candidates will undergo qualification verification, security vetting, and criminal record checks. The LDA promotes the principles of employment equity and affirmative action. The successful candidate will be required to sign an employment contract before commencing duty.

How to Apply

Interested candidates are invited to complete the application form available on the LDA website: www.lejwelda.org.za or at the LDA offices in Welkom. Please submit the completed form along with a comprehensive CV, certified copies of qualifications, and a valid driver's license to:

Human Resources Section

Lejwe le Putswa Development Agency
333 Stateway Road, Gerrie Kemp Building, 2nd Floor,
Welkom 9460

Enquiries:

Mrs. S. Makhubu (HR)

Tel: 057 352 3361

Email: smakhubu@lejwelda.org.za

Closing Date: 07 March 2025 at 16:30

Please Note : Faxed, emailed, and late applications will not be considered.