JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

Manager: Finance

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 in professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- 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.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR 128/2025

City of Johannesburg

Publication Date: Thursday,16 October 2025

Closing Date: Wednesday, 29 October 2025

This Vacancy is open to External Applicants AND Employees of the City of Johannesburg

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MANAGER: FINANCE

DEPARTMENT: Group Finance
BRANCH: **Property (Finance, Compliance & Data)**
DESIGNATION: **Manager: Finance (Finance, Assets, Procurement)**
REMUNERATION: R49 780.13 pm (basic salary, excluding benefits)
LOCATION: 66 Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12 plus a Degree in Accounting/B Tech at NQF level 7;
- Any Finance-related degree;
- 5 - 7 years' experience in financial accounting and/or finance;
- Experience should include the following areas:
- 2 years in a management/supervisory capacity (where applicable), with 4 – 6 years' overall experience;
- 2 – 3 years' experience in compilation, analysis and interpretation of financial management reports;
- 2 – 3 years' experience in budgeting, supply chain management, and income and expenditure management.

Primary Function:
Lead and manage the financial management function for the three directorates in the Property Branch in terms of the Municipal Finance Management Act (MFMA) 56 of 2003 and other relevant local government legislation by leading and managing the processes of the finance section of the Property Branch.

Key Performance Areas:

- Manage and coordinate Financial Management Reporting for all three directorates in the Property Branch on a monthly basis;
- Manage the Medium Term Budget and the Adjustment Budget processes, carry out oversight of the budget and sign off on budget availability in line with approved budgets;
- Manage the Property Branch's compliance with the City's Supply Chain Management policies and procedures;
- Manage the Property Branch's compliance with the City's Asset Management policies and procedures;
- Manage, monitor, and report on the customer journal adjustment process;
- Manage Compliance and Audit requirements in the Financial Management Section;
- Represent the Property Branch in various Finance forums and structures where financial management issues are discussed;
- Manage and empower staff and staff constraints in the Finance function;
- Develop an operational plan for the Finance function of the Property Branch;
- Manage governance and risk management for the Finance function of the Property Branch.

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Leading Competencies:

- Excellent report writing, excellent verbal and written communication skills to all levels and personalities;
- Excellent planning, organising and time management skills;
- Excellent Computer literacy, including MS Office Applications, SAP or any other Accounting packages;
- Working under pressure and the ability to prioritise.

Core Competencies:

- Work independently, and where necessary, take key decisions in complex situations, as well as stand by decision/s taken;
- Maintain strict confidentiality and withhold confidential information;
- Ability to multitask and deliver according to deadlines
- Excellent ability to effectively manage staff and resources;
- Building and maintaining effective working relationships;
- Ability to use sound judgment and make decisions pertaining to day-to-day responsibilities;
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

"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. Preference will be given to previously disadvantaged groups, including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

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

https://share-eu1.hsforms.com/1j0B1LKeHQya5j--BWGvccgew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

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ENQUIRIES ONLY:
Contact Person: Pearl Fambe
Tel No: 011 021 3269

CLOSING DATE: WEDNESDAY, 29 OCTOBER 2025

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. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.