



INTERNAL & EXTERNAL ADVERT

FINANCIAL CONTROLLER (C1)

COMMERCIAL SERVICES

Post Number: 240361 – Ntshondwe

Post Number: 320303 – Mpila

Total Remuneration Package: R393 058,86p/a

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY:

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint suitable candidate for the position of Financial Controller.

PURPOSE OF THE JOB:

To manage the finances and office administration of the relevant unit in compliance with organisational policies and procedures and the PFMA.

QUALIFICATIONS

It is mandatory for all applicants to meet the following minimum qualification requirements:

- Grade 12 is mandatory
- National Diploma in Accounting or Financial Management or any relevant National Diploma is mandatory
- Driver's License Code 8

EXPERIENCE

It is mandatory for all applicants to meet the following minimum experiences requirements:

- A minimum of 3 years' experience in financial management and control

KEY PERFORMANCE AREAS

- Budgetary Control
- Purchase Order Management
- Payments and Reconciliations
- Fixed Assets Management
- Revenue Recording
- Payroll and Claims Management
- Staff Management and Development

KEY COMPETENCIES

- Knowledge of accounting principles
- Knowledge of the PFMA
- Computer Literacy (SAP, MS Office, Apex, Pluspoint)
- Management and Administrative skills
- Logical, systematical, and analytical thinking skills

ACCOMMODATION

Basic accommodation will be provided.

The following **mandatory documents** must be submitted.

- a) Fully completed Ezemvelo Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications without Ezemvelo Application Form and incomplete forms **will not** be considered.
- b) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Ezemvelo application form directly to the following email address recruitments@kznwildlife.com.

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centers (DOACS) at www.kznonline.gov.za/kznjobs.

Please note that applicants should only use one of the following methods when applying for a post:

- either through the online e-Recruitment system,
- emailing Ezemvelo application form directly to recruitments@kznwildlife.com
- submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact Recruitment Office on **033 845 1761** during office hours.

Closing Date: 07 February 2025

Applications received after the closing date will **not** be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful.

Selection will be made in terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.