

**Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:**



**DIRECTORATE**  
Financial Services

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**DEPARTMENT**  
Expenditure

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**REFERENCE NUMBER**  
WC0320070

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**SALARY**  
Basic: R496 140 p.a.

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**CLOSING DATE**  
12 August 2026

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**EMPLOYMENT TYPE**  
Permanent

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**PLACE OF WORK**  
Hermanus

## **Senior Accountant: Payroll**

### **Requirements:**

- A relevant 3-year tertiary qualification, preferably a National Diploma or B. Com with Financial Accounting as a major subject.
- Communication skills in at least two of the three official languages of the western Cape.
- Advanced computer literacy in MS Office (MS Word, MS Excel) and payroll systems.
- 5 – 8 Years' relevant payroll experience which includes 2 years of supervisory experience.

### **Key performance areas:**

- Managing and Balancing of Control Accounts to ensure the accurate, effective and timeous processing of all salary earnings & deductions.
- Verifying and Controlling Salaries and Wages to ensure the accurate, effective and timeous payment of salaries & wages, to maintain a system of internal control and ensure compliance with GRAP, legislation, conditions of service and Council policies.
- Remuneration of Directors' Packages to ensure the accurate management, payment and reporting of Directors' remuneration in accordance with the contract agreements.
- Remuneration of Councillors to ensure accurate management, payment and reporting of Councilors' remuneration in accordance with the Government Gazette.
- Allowances and Ad-Hoc Travel Claims to ensure the accurate, effective and timeous payment of vehicle allowances and travel claims in line with vehicle details provided, the Collective Agreement, legislation, and Council policies.
- Correspondence and Enquiries to ensure an efficient service to officials, Councillors and external stakeholders.
- Administering the Payroll Computer System to ensure effective and efficient payroll administration and the accurate integration of financial information into the payroll system and vice versa.
- Month-End Procedures to ensure that a proper filing and retrieval system is maintained according to the archive legislation.
- Coordinating and Compiling the Annual Operating Budget for Salaries & Wages to ensure an accurate operational employee cost budget.
- Actions Regarding Employees' Taxes to ensure the delivery of accurate and timeous IRP5 certificates to officials.

- Statistics Pertaining to Compensation to ensure and maintain the accurate and timeous delivery of required information to Statistic Service SA, National Treasury and Department of Labour.
- Workman's Compensation Fund Declarations to ensure and maintain accurate and effective management and payment of membership fees.
- Managing subordinates in the Payroll Section to ensure optimal service delivery and to obtain good co-operation from subordinates.
- Salary Scale Adjustments to ensure and maintain the accurate and timeous processing of remuneration packages.
- Financial Year-End Procedures to ensure and maintain accurate record keeping and reporting of information for the annual financial statements.

### **Minimum competency framework:**

As are provided for in the Local Government: Municipal Staff Regulations

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| <b>Functional Competencies:</b> <ul style="list-style-type: none"> <li>- Accounting</li> <li>- Procurement</li> <li>- Budgeting</li> <li>- Financial Management</li> <li>- Costing</li> <li>- Financial Reporting</li> <li>- Financial</li> <li>- Process Management</li> </ul> | <b>Core Professional Competencies:</b> <ul style="list-style-type: none"> <li>- Oral Communication</li> <li>- Written Communication</li> <li>- Organisational Awareness</li> <li>- Problem Solving</li> <li>- Planning and Organising</li> <li>- Interpersonal Relationships</li> <li>- Communication</li> </ul> |
| <b>Public Service Orientation Competencies:</b> <ul style="list-style-type: none"> <li>- Service Delivery Orientation</li> <li>- Action and outcome orientation</li> </ul>                                                                                                      | <b>Management / Leadership Competencies:</b> <ul style="list-style-type: none"> <li>- Impact and Influence</li> <li>- Team Orientation</li> <li>- Direction Setting</li> <li>- Coaching and Mentoring</li> </ul>                                                                                                 |
| <b>Personal Competencies:</b> <ul style="list-style-type: none"> <li>- Resilience</li> <li>- Cognitive ability</li> <li>- Change Readiness</li> <li>- Learning Orientation</li> </ul>                                                                                           |                                                                                                                                                                                                                                                                                                                  |

### **Special conditions:**

- Ability to work under pressure, meeting deadlines is crucial.
- Driver's license – Code B.
- Leadership skills and the ability to manage subordinates and deal with Senior Management.
- Must be computer literate to execute payroll processes and procedures in financial system.
- Communication skills.
- Logic and analytical thinking.
- Should be willing to work overtime if required.
- High level of concentration is required to ensure that salaries and wages are accurately accounted for.

## How to Apply:

### Apply online:

#### External candidates:

[www.overstrand.gov.za](http://www.overstrand.gov.za)

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on the prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest.
- Applications / supporting documents larger than 25MB will not be accepted.

**Please note:** Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact **Mr. J Vorster** on 028 313 8046. **The Council reserves the right not to make an appointment.**

**In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.**