

# Treasury Cluster



Finance staff reconciling payments made for Municipal services

## Income & Expenditure Units (Treasury)

### Functions and Services

A career in Accounting can be followed in either the Income or Expenditure Units of the Treasury cluster or in the Finance Department of a service unit

### Accounting Function

- drafting of annual operating and capital budgets
- preparation of the annual financial statements
- operation of budget control systems
- account reconciliations
- financial reporting - budgets and final accounts
- statistical returns
- reports to Committees
- preparation of comparative statements/management report

## Investment Function

- investment of Council funds
- financing of capital expenditure

## Insurance Function

- The Council operates a self insurance scheme to meet its insurance requirements.
- The City Treasurer is responsible for administering the Council's General Insurance Fund, which provides insurance for the majority of the Council's assets.

## Internal Control and Business Management Function

- provides an ongoing internal control function, including risk management
- provides an business management service, including cost cutting measures, etc.

## Pension Function

- Durban Pension Fund is a self administered defined benefit pension scheme, providing retirement, death and ill-health benefits.

## Arrears Management function

- Follow up on outstanding debts
- Reduce Council's exposure to credit risk
- Recover all outstanding debts when issuing clearance certificates
- Manage the legal process of collection of debt
- Get involved in Sale in Execution of properties to recover outstanding rates.
- Update credit control and other relevant policies.

## Technical and Professional Fields

- Accounting
- Investment
- Accounting and clerical.
- Administrative
- Internal control and risk management
- Technical: Computers, Accounting, Report Writing, Communication/Liaison
- Professional: Accounting, Audit, Investment skills, Interpersonal skills.

### Career Path

<b>Trainee Accountant</b>	Scheme is available to assist trainees to receive academic and practical training prior to appointment as Accountants in the professional field
<b>Graduate Trainee Accountants</b>	This scheme is used to help develop individuals who have a B Comm degree but with no relevant experience to become accountants
<b>Clerk</b>	General Administration function and can progress to Senior Clerk
<b>Senior Clerk</b>	Negotiations, interviews, submit recommendations for write-off.
<b>Chief Clerk</b>	Administration accounting, payments, reconciliations
<b>Supervisor</b>	Supervision of staff authorizing entries.
<b>Accountants</b>	Control of income and expenditure; preparation of Comparative Statements (annual and monthly), can progress to management and directorial positions.
<b>System Analyst</b>	Preparation and support of in-house software programs
<b>Financial Officer or Management Accountant</b>	Provide management information, work at a higher level than accountants
<b>Manager</b>	Control and manage the section concerned
<b>Project Executives</b>	Undertake special projects. Shadow corporate executives.
<b>Corporate Executive</b>	Management of departmental accounting
<b>Deputy Head</b>	Management of relevant department
<b>Head</b>	Management of relevant service unit
<b>Deputy City Manager</b>	Management of the cluster which also include Real Estates and City Fleet

### Entry Level Requirements, Qualifications and Experience

<b>Job Title</b>	<b>Requirements</b>
<b>Trainee Accountants</b>	Matric exemption with higher grade Mathematics and Accounting. Trainee Accountant Scheme which provides financial assistance to obtain a B Comm Degree.
<b>Graduate Trainee Accountant</b>	B Comm degree but with no relevant experience
<b>Clerk</b>	Matric, Computer literacy

<b>Senior Clerk</b>	Matric Computer literacy 2 years experience in credit control Debt collection experience.
<b>Chief Clerk</b>	Matric computer literacy 3 years experience in credit control and debt collection.
<b>Supervisor</b>	Matric Computer literacy, negotiation skills, Supervision of staff At least 4 years relevant experience.
<b>Accountant</b>	B Comm, CA (SA), Associate Member of IMFO, Associate Member of CIS, or any equivalent accounting qualification (M+3).
<b>System Analyst</b>	Appropriate certificate / diploma in Computer Science
<b>Financial Officer, Management Accountant &amp; Manager</b>	B Comm and at least 5 years in finance.
<b>Corporate Executive, Deputy Head, Head</b>	B Comm and at least 5 years in senior management level

**Training**

- in-house on the job training through the Department with mentorship from seniors
- training courses as provided by the major Accounting /Auditing practices
- training provided by auditors/accountants practices during audit service
- computer courses, assisted education loans, in-house training by staff
- management skills, ability to manage and invest in equities/gilts/property.

**Additional Information**

- trainee Accountant program and graduate trainee program provide financial assistance for those seeking to obtain a B Comm Degree
- applicants work under the guidance of an Accountant
- trainees are transferred to all major sections of the Treasury Department to enable them to obtain the practical experience to qualify as Accountants with B. Comm Degrees
- an assisted Education Scheme is also available to provide financial assistance for those seeking additional qualifications.
- Also have Graduate Trainee Accountant Scheme
- Project Executives also trained for senior management positions

## Real Estate Unit

### Functions and Services

Provides a professional service to the Council in the valuation, acquisition, alienation and leasing of property. The Unit also undertakes the sale of vacant, serviced residential sites as well as sites for industrial, commercial, worship, crèche, school and institutional usage.

At least once in every five years the Department values all fixed properties and these valuations are then used as bases for the assessment of rates, with interim land/building valuations being undertaken for the updating of the valuation roll.

### Responsibilities of Major Functions

Job Title	Functional Area
Trainee Valuer	Assists the valuers with research for the rating and valuation of land for either sale or acquisition purposes.
Valuer	Rates and values land for either sale or acquisition purposes.

### Entry Level Requirements, Qualifications and Experience

Job Title	Requirements
Trainee Valuer	Matric Exemption certificate (with a pass) in Mathematics. Registered with the South African Council of Valuers, and is required to study for the National Diploma - Real Estate. This part-time course is offered by Technikon RSA and Technikon Natal.
Junior Valuer	When the trainee accumulates six subject passes and has had two years practical experience.
Associate Valuer	Diploma in Real Estate Successful completion of the practical examination conducted by the South African Institute of Valuers.
Valuer	SA Council of Valuers examination pass.

## City Fleet Unit

### Functions and Services

- Develop policies and procedures for the acquisition, operation, administration and disposal of the Council's vehicle and plant fleets.
- Continuous evaluation of the fleet management practices
- Ensuring that units have the correct type and quantity of vehicles and plant items to undertake their respective service delivery functions.
- Monitoring the utilization of fleet assets against corporate benchmarks.
- Ensuring that the fleet is correctly registered and insured at all times.
- Ensuring compliance of the Service Level Agreements with user units and departments (customers).
- Monitoring the cost of operation of the fleet and addressing excess cost variations against budget.

### Technical Services Department

#### Functions and Services

- Ensuring the efficient operation of the vehicle/plant workshops.
- Ensuring that the fleet is maintained in a sound operating condition meeting all legal requirements at all times.
- Compiling the capital budget for the replacement of vehicles and plant.
- Preparation of technical specifications for the acquisition of new vehicles and plant.
- Management of all maintenance contracts.

#### Technical and Professional Fields

- Fleet Management
- Vehicle/Plant maintenance and repair
- Technical training

#### Responsibilities of Major Functions

Job Title	Functional Area
Senior Fleet Manager	Design, administer and enforce policies and procedures. Ensure compliance of the Service Level Agreements with user departments. Control and direct subordinate staff.

<b>Fleet Controllers</b>	Are responsible for ensuring that all aspects of the Service Level Agreements are complied with.
<b>Workshop Manager</b>	Manages the workshop situation to ensure efficiency and operation within budget whilst meeting the obligations of each Service Level Agreement with user departments. Controls and directs subordinate staff.
<b>Workshop Superintendent</b>	Manages relevant section of workshop in terms of desired objectives. Controls and directs subordinate staff.
<b>Artisan (Diesel Mechanic, Auto Electrician, Panelbeater, Spray Painter, Welder)</b>	Undertakes relevant repairs and maintenance on vehicles and plant as directed.

### Entry Level Requirements, Qualifications and Experience

<b>Job Title</b>	<b>Requirements</b>
<b>Senior Fleet Manager</b>	Preferably in possession of Diploma In Road Transport, several years management experience in a large fleet environment.
<b>Fleet Controller</b>	Preferably in possession of or studying towards Certificate/Diploma in Road Transport, Several years experience controlling fleet allocations and movements in a large fleet environment.
<b>Workshop Manager</b>	Preferably in possession of Diploma In Road Transport/Technical, qualified diesel/motor mechanic, Several years supervisory experience in a large vehicle/plant workshop environment.
<b>Workshop Superintendent</b>	Preferably in possession of or studying towards Certificate in Road Transport, qualified diesel/motor mechanic, Several years experience as foreman and/or acting in supervisory positions within a large vehicle/plant workshop environment.
<b>Artisan</b>	In possession of relevant certificate following official trade testing, preferably Several years relevant experience.

### Training

- Product training given to relevant staff. (By vehicle supplier)
- Employee is assessed on a regular basis and training is provided in terms of the Work Skills Plan .
- Assisted education available to employees .

# Employment Benefits

## Remuneration

All posts in the Municipality are evaluated in accordance with the TASK (Tuned Assessment of Skill and Knowledge) Job Evaluation System.

Salaries are market related and compare favourably with most other large employers. On-the-job evidence of performance merit is recognised in salary accelerations and/or annual increments.

## Commencing Salaries

Educational qualifications and/or relevant experience are taken into account upon initial engagement and entry grades.

## Annual Bonus

Employees are paid an annual bonus in November which equates to a full '13th cheque'.

## Benefits:

### Medical Aid

The Municipality subsidises membership of a pre-approved Medical Aid Scheme.

### Pension

Pension Fund membership is compulsory and includes valuable death benefits from the first year of service. At present the Council's retirement age is 63 years.

### Housing Subsidies and Guarantees

Municipal employees are eligible for home ownership subsidy allowances provided in accordance with certain criteria; the Municipality may also assist employees with housing guarantees to facilitate the granting of home loan bonds.

### Personal Accident Insurance

Injuries or death arising from work-related incidents are covered both by normal Workmen's Compensation Insurance as well as Personal Accident Insurance Scheme.

## **Leave:**

### **Vacation Leave**

Generous vacation leave, which is accumulative up to a maximum limit, is available and credited monthly. Additional leave becomes available with long service.

### **Sick Leave**

The Municipality provides full-paid sick leave that is also accumulative in excess of statutory minimums.

### **Special Leave**

Authority may be granted for special leave over and above vacation leave entitlement for special purposes such as representative sport at national level and for examination preparation.

## **Educational Assistance**

The Municipality provides financial assistance to staff wishing to obtain or improve relevant academic qualifications through part-time study.

## **Training and Development**

The Municipality runs a Skills Development Unit offering a wide range of courses and programmes in addition to more specialised technical training undertaken within Service Units.

In exceptional cases employees may be chosen for sponsored overseas training where necessary.

## **Advertising of Posts**

All vacant posts are advertised in the local press as well as national press, where appropriate. Adverts are placed in various local, daily and Sunday newspapers, as well as being displayed on notice boards at various Municipal offices.

## **Contact Details**

For further information on careers in the eThekweni Municipality, kindly access the internet site [www.durban.gov.za](http://www.durban.gov.za) or tel (031) 311 1111 and you will be referred to the relevant Unit.



