



Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the Region Enterprise iLembe accordingly invites suitably qualified and experienced applications for the following position:

ENTERPRISE ILEMBE ECONOMIC DEVELOPMENT AGENCY

FINANCE ADMINISTRATOR (PERMANENT VACANCY)

SALARY PACKAGE: R 260,619.84 Per annum

Enterprise iLembe Economic Development Agency invites applications from suitably qualified and experienced candidates for the position of **Finance Administrator**

Key performance areas:

- Prepare monthly financial reports and reconciliations.
- Assist with month-end and year-end financial processes.
- Compile financial schedules and supporting documentation
- Assist in preparing departmental budgets.
- Monitor expenditure against approved budgets.
- Report budget variances to management.
- Ensure compliance with financial policies, procedures, and relevant legislation.
- Maintain proper financial documentation for audit purposes.

Minimum Requirements:

- National Diploma in Financial Management, Accounting, cost accounting, or an equivalent relevant qualification.
- A minimum of 1 year's relevant experience in finance or accounting administration.
- Knowledge of Generally Accepted Accounting Principles GRAP (for the public sector).
- Knowledge of the Public Finance Management Act (PFMA) or Municipal Finance Management Act (MFMA)
- Proficiency in Microsoft Office Suite

Competencies:

- Financial administration
- Financial reporting
- Budget monitoring and control
- Accounts payable and receivable management
- Bank and account reconciliations
- Procurement and supply chain administration
- Record and document management
- Compliance with financial policies and legislation

Application:

Applicants must submit a detailed CV, certified copies of qualifications, South African ID and driver's license (where applicable). for the attention of HR; email recruitment@enterpriseilembe.co.za Please use **Finance Admin-your name** as the subject line.

Closing Date: Thursday 17 September 2026 at 16:00pm

Enterprise iLembe is an equal opportunity employer committed to Employment Equity. Preference will be given to suitably qualified candidates in accordance with the Agency's Employment Equity Plan. If you have not been contacted within three (3) months of the closing date, please consider your application unsuccessful. Enterprise iLembe reserves the right not to make an appointment.

Chief Executive Officer
Mr. A.S Mazibuko