

SOUTH AFRICAN MUNICIPAL WORKERS' UNION

EXTERNAL RE-ADVERTISEMENT



POSITION: NATIONAL FINANCIAL ACCOUNTING OFFICER

Head Office – Johannesburg

The South African Municipal Workers' Union (SAMWU) invites suitably qualified and experienced candidates to apply for the position of National Financial Accounting Officer based at its Head Office in Johannesburg.

This is a senior administrative position within the Union and reports directly to the Head of Department: Finance and Administration. The successful candidate will be responsible for maintaining the Union's financial records, monitoring financial performance, ensuring compliance with accounting standards and procedures, and providing analytical support to strengthen the Union's financial sustainability and strategic objectives. The incumbent will also be responsible for ensuring that financial systems and practices comply with generally accepted accounting principles and for recommending improvements where necessary.

Key Responsibilities

The successful candidate will be responsible for, amongst others:

- Gathering, monitoring, and analysing financial data, including revenue and liabilities. Preparing monthly, quarterly, and annual financial statements, including statements of financial performance and financial position.
- Forecasting costs and revenue trends.
- Preparing and monitoring departmental and organisational budgets.
- Managing tax-related processes and statutory compliance requirements.
- Organising and supporting internal audit processes.
- Monitoring and reporting on accounting discrepancies and financial risks.
- Conducting financial and risk analysis to support organisational planning and sustainability.
- Analysing financial trends and economic indicators affecting the local government sector and broader market.
- Performing month-end and year-end financial closing processes.
- Maintaining financial confidentiality and conducting database backups where necessary.
- Assisting in the improvement and maintenance of financial systems, controls, and procedures.
- Providing financial reports and analytical support to management and relevant Union structures.

Minimum Requirements and Competencies

Applicants must possess the following:

- A Degree or Diploma in Financial Accounting, Cost and Management Accounting, Internal Auditing, or an equivalent finance qualification with Accounting III as a major subject from a recognised tertiary institution.
- A minimum of four (4) years' relevant experience as a Financial Accountant, Financial Officer, or in a similar role, preferably within a trade union or related environment.

- At least two (2) years' experience at supervisory level.
- Sound knowledge and understanding of accounting principles, financial controls, bookkeeping procedures, and accounting regulations.
- Working knowledge of asset management and supply chain management processes.
- Advanced proficiency in Microsoft Office Suite, particularly MS Excel, and experience working with specialised accounting software.
- Excellent numerical, analytical, organisational, and problem-solving skills with strong attention to detail.
- Good written and verbal communication skills in English and at least one additional South African language.
- Ability to work under pressure and meet strict deadlines.
- A valid driver's licence, own reliable vehicle, and willingness to travel extensively.

Added Advantages

The following will serve as added advantages:

- Chartered Accountant (CA) qualification.
- Registration with a recognised professional accounting body.
- Experience within the trade union, public sector, or local government environment.

SAMWU subscribes to the principles of Employment Equity and Affirmative Action. The successful candidate will be appointed in accordance with SAMWU's approved terms and conditions of employment.

NB: Applicants who previously applied are encouraged to re-apply.

Applications should include a **detailed CV** and motivation as to the reasons for applying to work for a trade union, **recently certified copies of ID, Drivers Licence** and **relevant qualifications**.

The closing date is **10 August 2026**, and the application must be addressed to:

The National Human Resource Officer: Cathrine M. Maubane

SOUTH AFRICAN MUNICIPAL WORKERS' UNION

Tel: (011) 100 2606

EMAIL: vacancies@samwu.org.za

Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.