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**DIRECTORATE**  
FINANCE

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**DEPARTMENT**  
Expenditure

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**SALARY**

R1 163 022-R1 276 916 p a

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**REFERENCE NUMBER**

FIN 56/26 Ext

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**CLOSING DATE**

12.07.2026

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**ELIGIBILITY**

Suitably Qualified  
Candidates

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## Head Councilor Payroll and Reporting

### Requirements

- Relevant 3-year tertiary qualification preferably a B-Degree or B-Tech in Financial Management, Payroll Management, Accounting or related field. Computer Literacy: MS Office (SAP proficiency preferred).
- 8 Years or more relevant experience.

### Key Performance Areas

- Manage payroll for Councillors and Ward Forum Committee members, ensuring accuracy and compliance.
- Manage the preparation of the Leave Provision for the annual financial statement in line with MFMA and GRAP standards.
- Compile and review employee benefits for annual financial statements.
- Support HR functions, ensuring policy compliance and staff supervision.
- General administration in terms of proper record keeping, cost centre management and asset management.

### How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA  
[www.capetown.gov.za/careers](http://www.capetown.gov.za/careers)

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request.  
Applicants are respectfully informed that, if no notification of



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appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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