
DIRECTORATE
FINANCE

DEPARTMENT
Expenditure

SALARY

R1 163 022-R1 276 916 p a

REFERENCE NUMBER

FIN 58/26 Ext

CLOSING DATE

12.07.2026

ELIGIBILITY

Suitably Qualified
Candidates

Head Payroll Reconciliations & Travel Management

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

- Provide strategic direction and operational oversight to both the Payroll Reconciliation and Travel Management teams.
- Manage, review and control the reconciliation of payroll suspense accounts.
- Manage and coordinate the City's Corporate Travel Management to ensure compliance with the City's Travel policy.
- Manage 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

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request.



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Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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