|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | CITY TREASURER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a city treasurer consists of directing municipal financial activities, such as planning, procurement, and investments. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to identify complex problems and review related information to develop and evaluate options and implement solutions; * Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions; * Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. | | | | |
| TASKS: | | * Analyse and review budgetary and financial data and prepare quarterly reports; * Control and authorise payments according to established restrictions; * Develop and formulate the annual budget, as required; * Continue contact with external agencies to exchange information; * Control the city utility and customer service; * Examine and evaluate the efficiency and effectiveness of methods of service delivery; * Discuss and resolve significant and controversial issues; * Formulate monthly claim expenditures for review by the Council; * Deliver annual statement of investment policy and quarterly investment reports to city council; * Retrieve data from existing spreadsheet models, database files and other automated or manual sources. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
|  |  | | | | |  |
|  |  | | | | |  |
| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |