

## CURRICULUM VITAE OF CORNELIAS TSEPO MATHE

Cornelias Tsepo Mathe

Driving license: Code C1

### **CAREER OBJECTIVE**

A Challenging position is sought and progressive institution where experience and expert knowledge can be exploited in full. High level of commitment and professionalism is offered in return for a challenging satisfying career opportunity to build experience, with the sole purpose of serving the public guided by the principles of Batho Pele.

### **EDUCATION AND TRAINING**

**2018**

INSTITUTION : University of Pretoria  
QUALIFICATION : BA Hon in Public Admin and Management  
MAJOR MODULLES : Public Administration and Policy Development

**2017**

INSTITUTION : Management College of South Africa (MANCOSA)  
QUALIFICATION : Bachelor of Pubic Administration Degree

**2012**  
INSTITUTION : The DBSA Vulindlela Academy  
QUALIFICATION OBTAINED: Certificate in Municipal finance Management NQF 6  
(Minimum competency requirement)

INSTITUTION : LIMCO consulting  
MODULE : Advance Microsoft Excel and PowerPoint

**2011**  
MFMA DVD Learning  
**Modules**  
Budget process, Service delivery and implementation plan, Supply chain  
Management, annual reporting, Vision and underlying principles, Organizational  
reforms and responsibilities

**2007**  
INSTITUTION : Ekurhuleni East College  
QUALIFICATION : National Diploma in Financial Management  
YEAR OF COMPLETION : June 2007  
MAJOR SUBJECTS : Financial Accounting  
: Cost and Management Accounting  
: Computerized Financial systems

**2002**  
SCHOOL : Skhila Secondary School  
QUALIFICATION : Matric senior certification  
SUBJECTS : Accounting, Economics, Mathematics,  
Zulu, English and Afrikaans

### **WORK EXPERIENCE**

CURRENT EMPLOYMENT : Victor Khanye Local Municipality  
Position : Assistant Manager Office of the Executive Mayor  
Date Started : 01 August 2018

### **PREVIOUS EMPLOYMENT**

1. NAME OF INSTITUTION : Victor Khanye Local Municipality  
POSITION : Accountant - Revenue Section

DATE STARTED : 01 January 2016

**RESPONSIBILITIES**

- Supervise the whole revenue section
- Reconciliation of all debtors accounts
- Oversight on cash received by cashiers and vending machines
- Reconciliation of debtors age analysis
- Charges for debit order payments
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2.NAME OF INSTITUTION : Victor Khanye Local Municipality

POSITION : Senior Clerk – Revenue section

DATE STARTED : 01 February 2013

**NATURE OF RESPONSIBILITIES**

- Supervise meter readers and assistant meter readers
- Supervise the capturing of readings on the system
- Checking exceptional reports
- Calculation of clearance figures
- Issuing of clearance certificates
- Daily cashier reconciliation
- Opening and closing of debtors accounts
- Posting correctional journals
- Handling of public queries.

3.NAME OF INSTITUTION : Victor Khanye Local Municipality  
PERIOD EMPLOYED : 01 November 2009 to January 2013  
POSITION : Financial Management Intern

**RESPONSIBILITIES  
FINANCIAL MANAGEMENT**

- Compiling section 71 reports
- Monthly debtors analysis report
- Financial reporting on the Annual report

### **SUPPLY CHAIN MANAGEMENT UNIT**

- Suppliers verification and suppliers data base management
- Sit on Bid valuation committee.
- Requesting of quotation and writing of official orders.
- Evaluations of bids.
- And other supply chain related duties.
- Closing tender

### **ASSETS MANAGEMENT**

- Comparing the Invoices with the Statement and the delivery note
- Inventory scanning and update the Assets Register
- Physical assets verification
- Registration of assets on inventory lists
- Capturing of assets movement

### **REVENUE SECTION**

- Reconciliation of the Debtors Control account
- Reconciliation of the Consumer deposits account
- Compiling of cash book
- Capturing of meter readings
- Opening and closing of consumer accounts
- Preparing the monthly debtors report
- Monthly debtors analysis report

### **STORES CLERK**

- Issuing of stock
- Ordering of stock
- Capturing of requisitions
- Annual stock counting

**4. NAME OF INSTITUTION**

**PERIOD EMPLOYED**

**POSITION**

**RESPONSEBILITIES**

: Nkangala District Municipality

: December 2006 to July 2009

: Learner Contractor EPWP programme

: Managing a construction company

: Preparing monthly reports on cash flows

: Doing wages and salaries

## **Competences**

Good numerical, organizational and communication skills, sound , interpersonal relation, work under pressure .Good knowledge of reference manuals and other source of information and capable of mastering a diversity of task and systems driven by commitment to action and the implementation of government policies.

## **ADVANCED KNOWLEDGE**

Financial system (Sebata financial system)  
Municipal finance Management Act and other Treasury Regulations

## **REFERENCES**