

VACANCY: INTERN (FINANCE)

THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer and also encourages applications from disabled persons. Females are specifically encouraged to apply. Preference will be given to residents of the Northern Cape.

DEPARTMENT: CHIEF FINANCIAL OFFICER

VACANCY: INTERN (FINANCE)

The Intern's work programme will centre around the Municipality's needs and may include work in the areas of budgeting, annual financial statement preparation, supply chain management, internal control, asset management, revenue management, expenditure management and financial reporting, client services and debtor services.

Applicants should be interested in gaining experience and pursuing a career in Local Government finances, and have a desire to contribute to community development through participation in public service.

Requirements:

- BComm Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification
- Sound understanding of computer literacy, e.g. MS Word, Excel, PowerPoint, etc.
- Strong work ethic and enthusiasm to learn various components of financial management.

Duties:

- Assist in developing financial policies and procedures
- Compile financial statements and management reports
- Compile the annual budget
- Control and manage municipal bank accounts and investments
- Assist in the management of debtors and credit control processes
- Analyse reconciliations and finances
- Effectively manage the supply chain
- Manage assets and liabilities.

REMUNERATION: TOTAL COST OF EMPLOYMENT OF R5 000 PER MONTH

Please note that NO applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked "Intern (Finance)" shall be sent to:

The Municipal Manager
Thembelihle Local Municipality
Private Bag X3
Hopetown
8750

or handed in at

Municipal Offices
Church Street,
Hopetown

Any enquiries relating to this advertisement may be directed to the Manager Corporate Services, Mr. Yahya Goibaiyer, at the Municipal Offices, Church Street, Hopetown, who can also be contacted on 053 203 0005/8 during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

Please note: Thembelihle Municipality is closed during the festive and reopens on the 6th of January 2014.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Thembelihle Local Municipality.

CLOSING DATE: 13 January 2014 AT 16H00

MOGALE M

MUNICIPAL MANAGER

