



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 203 0005/8/442
Fax (053) 203 0490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

VACANCY: FINANCE INTERNS X2 8 MONTHS FIXED TERM CONTRACT

The intern's work programme will centre around the Municipality's needs and include work in the areas of budgeting, annual financial statements 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.

The MFMP is a structured professional training and work experience programme with the goal of providing high-quality training and practical exposure in all aspects of Municipal Budget and Treasury Office, which is governed by the MFMA Act 56 of 2003 and the underlying reforms.

REQUIREMENTS:

- 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.
- Good verbal and written communication skills.

KEY PERFORMANCE AREAS

- Assistance with adherence to GRAP principles and budget procedures;
- Assist in development of statistical reporting modules;
- Assist in developing financial policies and procedures;
- Assist in the compilation of budgets, financial statements and managements reports;
- Assist with reconciliations and financial analyses; Electronic capturing of financial data
- Other financial functions, including Asset management and insurance. Assist with Revenue and Income Management.
- Assist with Expenditure and Supply Chain Management.
- Any Finance-related administration.
- Rotation with in the different departments over the period of internship.

Ensure that a professional and efficient service is rendered to the community of Thembelihle Municipality.

REMUNERATION: R5000.00 per month

Closing Date: 24 March 2021

Applications should be accompanied by an updated and comprehensive detailed CV with certified copies of qualifications, testimonials and ID Document. Due to COVID-19, applications for the above-mentioned advertised post can directed to the following email address: recruitment@thembelihlemunicipality.gov.za. Applications received after the closing date indicated below will not be accepted. If you do not hear from us within 60 days from the closing date, please consider your application unsuccessful.

Municipal Manager,
Attention: Michael R. Jack
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750
Tel: 053 203 0008/05/442

Enquiries can be directed to the Corporate Services Department: Mr. TR Oliphant, 053 2030 005