



# THEMBELIHLE

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

## THEMBELIHLE LOCAL MUNICIPALITY (NC 076)

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750

☎ (053) 2030005/8

Fax (053) 2030490

[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer, is waiting the applications for the following position.

### 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**

**Closing Date: 31 March 2016**

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  
Tel: 053 203 005/8/442

Enquiries: Manager: Corporate Services, attention Mr. NE Mgyue