



Munisipaliteit **Renosterberg** Municipality

Philipstown | Petrusville | Vanderkloof

P.O Box 112, Petrusville 8770 | Tel: 053 050 5584 | Fax: 053 663 0180 | www.renosterbergmunicipality.co.za

VACANCY: INTERN (FINANCE – 4 POSITIONS)

RENOSTERBERG LOCAL MUNICIPALITY (NC 075)

The Renosterberg Local Municipality (NC 075) 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 Province.

DEPARTMENT: CHIEF FINANCIAL OFFICER

VACANCY: INTERN (FINANCE – 4 positions)

3 Finance intern and 1 Information Technology intern

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:

- BCom 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.

IT Requirements:

- Grade 12 (NQF level 4) Diploma/ NQF Level 6 Qualification
- Computer literacy Word excel, Portal and computer software programming
- Have minimum 2 years' experience

Duties

- Diagnoses specific software related problems interacting with vendors /consulting on corrective measures applicability of suggest solution.
- Installing/ configuring set-up commands testing and solving of logs and conducting analysis and evaluation on the functionality of application software
- Maintaining data dictionaries /directories and controlling the distribution are retention of data on various storage devices.
- Performing upgrades and repairs to components /per
- Receiving and prioritizing end user support calls calls/requesting.
- Trouble shooting less complex problems with remote and local users on line /telephonically and/ or visiting user sites to analyse ,diagnose and resolve application and operating system related problems.
- Providing guidance to new users with start-up /log on procedure and /or sequence, tools and capabilities of associated packages.
- Maintain records of license permitting the use specific software.

REMUNERATION: TOTAL COST OF EMPLOYMENT OF R10 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

Renosterberg Local Municipality

P.O.Box 112

Petrusville

8770

or handed in at Municipal Offices 555 School Street, Petrusville

Any enquiries relating to this advertisement may be directed to the Chief Financial Officer, Ms. Aletta Thibedi, at the Municipal Offices, School Street, Petrusville, who can also be contacted on Jacqueline Olyn during office hours commencing from 07H30 – 16H30, with a lunch interval between 13H00 – 14H00, Monday to Friday.

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

CLOSING DATE: 30 June 2023 AT 16H00

JANNIE FORTUIN

MUNICIPAL MANAGER