



EMADLANGENI

LOCAL MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant position:

BUDGET AND TREASURY DEPARTMENT

FINANCE INTERN (X3)

Salary: R76 306,00 per annum (2 Years contract)

Requirements: Matric (Grade 12) • Bachelor's Degree / National Diploma in Financial Accounting/Financial Management • Good interpersonal relations • Verbal and written communication skills • Accuracy and analytical skills • Computer literate.

Duties: Reporting directly to the Supervisor, the successful incumbent will be responsible and accountable for the following: Assist with revenue management in terms of Section 64 of the Local Government: Municipal Finance Management Act 56 of 2003 • Assist with cash management and investments in terms of Section 13 of the Local Government: Municipal Finance Management Act 56 of 2003 • Assist with assets and liability management in terms of Section 63 of the Local Government: Municipal Finance Management Act 56 of 2003, including maintenance of fixed assets register • Assist with the preparation of the annual budget • Assist in developing statistical reporting module (MFMA compliance and reporting) and development of financial policies and procedures.

Detailed Curriculum Vitae, accompanied by the covering letter and certified copies of qualifications can be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P.O. Box 11, Utrecht: 2980. **For further information, you may contact the Human Resources Office at 034-331 3041.**

Canvassing for appointment will automatically disqualify an applicant.

- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications submitted.
- NO late applications will be accepted.
- NO e-mailed or faxed applications will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications shall be considered without certified copies of the original documents and qualifications.
- Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representation through the process of affirmative action.
- Reference checks will be done.
- Applicants will be subjected to a vetting process.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.

CLOSING DATE: 17 October 2017

L C T NKOSI - ACTING MUNICIPAL MANAGER