



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE 147 /2025

DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES
SECTION: FINANCIAL INTERNS

FINANCIAL MANAGEMENT INTERN X3

REMUNERATION: R100 000 p. a. (No additional benefits or allowances will be payable)

Responsibilities: Assistance with adherence to GRAP principles and budget procedures; Assist in the development of statistical reporting modules; Assist in developing financial policies and procedures; Assist in the compilation of budgets, financial statements and management 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 within the different departments over the period of internship.

Requirements: B.Comm degree, National Diploma or equivalent, preferably majoring in Accounting; Good verbal and written communication skills in Afrikaans and English; Be Computer literate and have knowledge of Microsoft Office Word and Excel applications.

CLOSING DATE: 5 JANUARY 2026

Please note:

- By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualifications certificates as well as required driver's licenses.
- Professional Driver's Permits and registration certificates from professional bodies, where applicable.
- Receipt of applications will not be acknowledged and no supporting documents will be returned.
- **ONLY** certified hard-copy applications will be considered. No emailed or faxed applications will be accepted.
- Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of **The Municipal Manager, Private Bag X4, Laingsburg, 6900** or hand deliver applications at **Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg**, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**

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J BOOYSEN
MUNICIPAL MANAGER

10 DECEMBER 2025

Municipal Offices
Private Bag X 4
LAINGSBURG
Tel: (023) 55 11019