



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE 86/2023

DEPARTMENT: FINANCIAL AND COMPLIANCE SERVICES
SECTION: FINANCIAL INTERNS

FINANCIAL MANAGEMENT INTERN X2

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.

Persons interested should please download the official Municipal application form on the website at www.laingsburg.gov.za. The comprehensive Curriculum Vitae (CV) must be attached to the application form, accompanied by original certified true copies of qualification certificates, identity document and driver's license and must be submitted to the Laingsburg Municipal Offices; for the attention of the Human Resources Manager, Van Riebeeckstraat 2 / Private Bag X4, Laingsburg, 6900.

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with disabilities are encouraged to apply.

ENQUIRIES: Contact the Human Resource Office- Ms Noeline Gouws at (023) 5511 019

CLOSING DATE: 31 October 2023

Please note that *No late applications will be considered *No faxes will be accepted *If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful *Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification *Fraudulent qualifications or documentation will immediately disqualify any applicant.

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J BOOYSEN
MUNICIPAL MANAGER

11 October 2023

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