

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME X5

(X24 MONTHS CONTRACT)

DIRECTORATE: BUDGET AND TREASURY

REMUNERATION: R100 000.00 P.A (Total Cost to Company)

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Young graduate with B Com degree or National Diploma (preferably Financial Accounting)
- Not previously employed or served in any internship programme
- High level in computer literacy
- Ability to communicate effectively, willingness to rotate within finances sections
- Graduates residing within Elias Motsoaledi Local Municipality will be given first preference.

REPONSIBILITIES/ DUTIES

- Prepare the annual budget in conjunction with the integrated Development plan and coordinate all budget inputs from Management and captures in financial management system.
- Prepare monthly and quarterly in –year reports to organ of state and council, and comply with all legislative requirements.
- Process expenditure claim and ensures that transactions are completed accurately in accordance laid down accounting procedures and practices
- Reconcile all credit accounts and claims
- Activating electronic payment and payroll cheque payments.