



## **MKHONDO**

### **LOCAL MUNICIPALITY**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of:

### **EXTERNAL ADVERTISEMENT**

#### **DEPARTMENT: FINANCIAL SERVICES**

**FINANCE INTERN x2**  
**Twenty-four (24) Months fixed Term Contract**  
**Ref: FI/13/23**

Applications are invited from dynamic people, who have recently obtained a relevant three year tertiary qualification in Finance, to gain practical experience in Local Government Finance. The project is an initiative of the National Treasury's Financial Management and Budget Reform Programme and is geared towards capacitating young graduates for a career in Local Government Finance.

#### **MINIMUM REQUIREMENTS**

- Grade 12
- Diploma or Degree in Financial Management, Accounting, Economics , Internal Auditing and Taxation or Relevant equivalent qualification
- Computer Literacy
- Preference will be given to candidates residing within the Municipal boundaries
- Must have not participated in any internship programme in the past or similar programme

#### **OTHER REQUIREMENTS**

- Communication Skills
- Willing to work overtime and take orders / instructions from superiors
- Good Interpersonal Skills
- Good Numerical Skills
- Be willing to take instructions from Superiors

#### **RESPONSIBILITIES**

- Implementation of financial management reforms and the Municipal Finance Management Act
- Assist with month-end financial reports
- Post journal entries
- Help with accounts receivable, payable and bank statement reconciliations
- Assist during Audits
- Balance Sheet reconciliation
- Work with finance on yearly forecasting efforts
- Manage the monthly tracking of our physical inventory
- Data entry
- General financial management
- Assist in preparation of monthly reports
- Attend to financial queries

**Remuneration: Stipend: R 7000- R7500 Total to Company Cost.**

**CLOSING DATE & TIME: 08 September 2023 @ 14h00**

Enquiries: Ms. Bongiwe Thwala or Mr. Wandile Ngwenya at 017 285 0277.

**To apply**

**Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualification, Identity Document, Valid Driver’s License, and Original Proof of Residents with at least three contactable references to**

**Hand delivery**

**or**

**Post**

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

**Failing to sign the “Application of Employment” form will constitute an automatic disqualification.**

**Note:** Correspondence will be conducted with short-listed candidates only.

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipality is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

**MS DLAMINI  
ACTING MUNICIPAL MANAGER**