



WEST RAND DISTRICT MUNICIPALITY



INTERNAL/EXTERNAL VACANT POSITIONS

The West Rand District Municipality, with its seat authority in Randfontein, invites suitable qualified candidates to apply for the following vacant position:

POSITION : **MUNICIPAL FINANCE MANAGEMENT
INTERNSHIP PROGRAMME (MFMIP) X4**

CONTRACT PERIOD : 24 Months (fixed term contract)

REMUNERATION : R90 000 – R100 000 per annum
(all-inclusive package)

REQUIREMENTS

- Matric
- A three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing,
- Ability to manage a variety of tasks simultaneously. Ability to work under pressure. Computer literacy, especially Excel.
- The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality. The candidate must be between the ages of 21 and 35.

KEY PERFORMANCE AREAS

- Carry out instructions to support the preparation of budgets and financial statements by accessing system information, performing calculations and adjustments to entries, reconciling and consolidating accounting transactional information, preparing and submitting schedules and attending to the collation of general information for specific reporting purposes in order to ensure timeliness and requirements for presenting information is conformed with.

- Checking expenditure and income transactional information reflected on ledger reports and, extracting and referring queries for the attention of the immediate superior. Updating specific fields of the consolidated budget information system and applying formulae to calculate expenditure and income trends. Reconciling and consolidating transactional information, cross checking totals and entries and submitting for verification. Processing adjustments or journals and applying procedures in respect of balancing income and expenditure ledgers. Prepare assets register and asset verification, conduct stock count as well as calculating and balancing accounts, summarizing information for consideration during the preparation of financial statements and submitting completed schedule of accounts.

INTERNSHIP OVERVIEW

- The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training.
- It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007

REFERENCE NUMBER : 10/2024

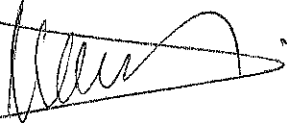
CLOSING DATE : 15 April 2024 @ 12:00

NOTE:

1. Applications for the above position must be accompanied by a detailed CV with originally certified copies of qualifications, ID document and a fully completed application form which is available on the WRDM website, www.wrdm.gov.za. No electronic or faxed applications will be considered.
2. Fraudulent qualifications or documents will immediately disqualify any application.
3. Applicants who are not invited for an interview within one month of the closing date, kindly assume that your application was unsuccessful.
4. Candidates will be required to produce original copies of their academic qualifications on the day of the interview.

5. The Council is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, non-sexist and based on merit.
6. The WRDM reserves the right not to make an appointment.
7. Enquiries: Human Capital. (011) 411-5102/5114/5098

Applications must be hand delivered for the attention of the Manager: Human Capital, West Rand District Municipality, cnr Sixth & Park Streets, Monday to Friday between 07:30 and 16:00. (a container for hand-delivered applications will be placed at the HR section); or posted to Private Bag X033, Randfontein, 1760



M E Koloji
MUNICIPAL MANAGER