



## NEWCASTLE MUNICIPALITY VACANCIES ADVERTISEMENT

Newcastle Municipality  
OFFICE OF THE MUNICIPAL MANAGER

2023 -03- 10

Newcastle Municipality

The following vacancy exist in the department as mentioned hereunder:-

### DEPARTMENT: BUDGET AND TREASURY OFFICE

<b>Position</b>	<b>FINANCE MANAGEMENT GRANT INTERN X 4 (strictly opened for unemployed graduates between 18 and 35 years)</b>
<b>Remuneration</b>	R 100 000,00 per annum
<b>Qualifications</b>	Three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing
<b>Experience</b>	-
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure compliance to the Municipal Finance Management Act;</li><li>• Assist in the compiling of Audit file;</li><li>• Process adjustments on accounts through debit/ credit;</li><li>• Write ACB book and send to data capturers;</li><li>• Physical verification of all movable assets;</li><li>• Prepare documentation supporting acquisitions, transfers and disposals;</li><li>• Prepare the bank recon and monthly reports relating to the bank recon on a monthly basis;</li><li>• Accrue interest once a month on all investments;</li><li>• Ensure that the interest accrued is paid into the bank account by verifying the amount on the bank statement;</li><li>• Journalise all interest capitalised on investments;</li><li>• Align mapping of the AFS to be compliant with mSCOA requirements;</li><li>• Assist during the budget process with co-ordination, capturing, analysing budget inputs from departments;</li><li>• Scrutinization of budget and applicable data strings before approval;</li><li>• Assist in ensuring that the credible vote structure is created and maintained;</li><li>• Preparation of the budget documents;</li><li>• Assist with the mSCOA implementation;</li><li>• Prepare and compile the MFMA monthly and quarterly reports;</li><li>• Preparation and analysing of all departmental budget performance reports;</li><li>• Capturing of virements and journals.</li></ul>
<b>Where Advertised</b>	Internal Newcastle Municipality Website
<b>Closing Date</b>	24 March 2023

### CV'S TO BE SUBMITTED TO:

Z Zondi	Newcastle Municipality Training Centre	034-328-6006
L Ndebele	Newcastle Municipality Training Centre	034-328-6005
A Everson	Office Number B529, Newcastle Municipality	034-328-7689