



**BEAUFORT WEST
MUNICIPALITY
STAFF VACANCY**

**External
Notice Nr: 117/2024**

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: FINANCIAL SERVICES

FINANCIAL INTERN X2 - 2 YEAR CONTRACT

SECTION: ADMINISTRATION

ANNUAL REMUNERATION PACKAGE OF R122 209.00 PER ANNUM

REQUIREMENTS AND EXPERIENCE:

The intended candidate should have successfully completed a: *B. Com degree *National Diploma or equivalent with Accounting as major subject at an accredited tertiary institution with attached proof. *Grade 12 *The successful candidate must be computer literate – MS Office *Good verbal and written communications skills

KEY DUTIES OR KEY PERFORMANCE AREAS:

- Assist in the implementation of generally accepted Municipal accounting practice budget reforms *Aid in developing statistical reporting *Assist in developing financial policies and procedures *Electronic capturing of financial data *Aid in implementing and monitoring financial reports *Filing of all records and financial documents

The positions is located in the Beaufort West Municipal office. Please note that the appointment is subject to disclosure of Financial Interest. Candidates will have to undergo competency-based assessment and security vetting. Shortlisted candidates will be required to undertake a writing test as part of the interview process.

BENEFITS: Ample leave and sick leave. Candidates will not qualify for any other benefits applicable to permanent employees of the council.

THIS CLOSING DATE IS REVISED FROM FRIDAY 09 August 2024 at 12:00 DUE TO PUBLIC HOLIDAYS

NEW CLOSING MONDAY: 12 AUGUST 2024 at 16H00

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. The Beaufort West Municipality reserves the right not to make any appointment(s) to the above post. Priority will be given to graduates residing within Beaufort West. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Applications received after the closing date, e-mailed or faxed applications will not be considered.

Full particulars and prescribed application forms can be obtained from **mr Adriaan Duimpies/ms. Imelda F Dourie** at telephone 023-4148165/8190. Completed applications should be sent to or handed in at –

THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Or email to

erecruit@bwmun.co.za

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

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MUNICIPAL MANAGER

2024/07/22