



# NEO BRIDGETT NGESI

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## Objective

As a Financial Management graduate, I am seeking Entry level role which allows me to continue learning and perfecting my skills and knowledge, and encourages me to flourish as a good candidate for the organization

## Experience

- **North West Provincial Treasury**

03 June 2024 - 30 November 2025

INTERN (WIL)

- **SALARY ADMIN**

- Assists with capturing of cellphone & SnT on Persal system.
- Assists in preparing salary control accounts Recons
- Assists in handling employee and former employee debts.
- Assists in Calculating salary difference and leave payouts, leave gratuity and Overtime.
- Assists in preparing and processing SnT claims.

- **FINANCIAL ACCOUNTING MANAGEMENT AND BANKING SERVICES**

- Assists in clearing financial systems exceptions
- Prepare and capture journals on BAS
- Assists in preparation of reconciliation related to BAS general ledger, assets and liability accounts.
- Maintain revenue & DPWR payments files for accurate record-keeping.
- Inspect the daily bank statement to confirm payment & deposit made.
- Assists in checking SnT claims by re-performing calculations for validation.

- **MANAGEMENT ACCOUNTING (BUDGET)**

- Collect Financial supporting information for completion of budgeting (MTEF)
- Prepare the roll-over, adjustment estimate (ENE), and virements/shifts process
- Perform management and monitoring of budget, revenue and expenditure
- Participate in management of the budget and reporting in line with PFMA and Regulations.
- Prepare and capture Departmental Budget (MTEF) in the BAS system as tabled at the Legislature.
- Capture the approved budget roll-overs. Shifts /Virements in the BAS ACCOUNTING System (BAS)
- Capture the Departmental adjustments budget estimates (AEPRE) in the BAS SYSTEM.
- Perform management and monitoring of budget, revenue and expenditure.
- Participate in monitoring any under /over spending per directorate related to Expenditure.

- **ASSET MANAGEMENT**

- To ensure that all assets are accounted for in the register by, splitting, Properly describing and accurately valuing them, and affixing assets labels into asset.
- Update the asset register to comply with minimum requirements as set by National Treasury. Details to complete include custodian, serial number and condition.
- Ensure that information in the register is complete and accurate.
- Physically verify asset in the department and ensure that all assets are fixed affixes asset tags
- Report progress results of the asset verification process to the supervisor.
- Perform activities that involve the movement of asset within and outside the department.
- Prepare Assets Management monthly report and submit to supervisor for review.
- Prepare Monthly report on assets acquisition, maintenance and repairs, and disposal activities.
- To ensure that effective and uniform U-AMP document is complied.
- Submit U-AMP to the custodian at stipulated date.

- Facilitate the implementation of the user (and custodian) asset management plan.

- **DEMAND AND ACQUISITION**

- Receiving Specification from End User.
- Maintaining and Utilizing the central supplier database system.
- Advising on the relevant sourcing strategy per commodity.
- Checking the revising specification, Identification suppliers from the database and forwarding written

- specification to prospective supplier for Quotation.
- o Ensure that the requirements are linked with budget.
- o Assisting in Consolidating and verifying monitoring reports that needs to be submitted.
- o Ensuring that procurement is done in accordance to the relevant prescripts.
- o Address Queries and liaise with both Internal and External clients.

### **ORDERING (LOGISTICS)**

Receiving and capturing requisition  
 Generate Purchase order  
 Administration of invoices and inventory  
 Preparation and submission of Report

Detailed Job description

Receiving requisitions from pre audit section  
 Capturing requisitions  
 Capturing change orders  
 Reporting all duplicates requisitions to supervisor  
 Return all orders with insufficient budget to budget section.  
 Taking generated orders to the deputy director for approval  
 Registering generated orders into the register then submit them to Receive & Dispatch section.  
 Attend to internal stakeholders and suppliers inquiries.  
 Prepare payment vouchers for processing within logistics.  
 Submit payment vouchers to delegated signatories for further processing.  
 Register and submit payment vouchers to pre-Audit.

### **Education**

- **TALETSO TVET COLLEGE** 2021  
 FINANCIAL MANAGEMENT  
 N4 - N6
- **LETEANE HIGH SCHOOL** 2013  
 COMMERCE  
 Grade 12

### **Skills**

- \*Communication skills (Oral & written)
- \*Time Management
- \*Computer Literate (MS Office, Spreadsheet, Excel and Pastel)
- \*Interpersonal skills
- \*Disciplined and Orientated
- \*Individual and Team Player

### **Achievements & Awards**

- -BAS Certificate -Assets Management certificate -Knowledge of PFMA,Treasury regulations -Attended ScoA, Budget, General Journal Training and PERSAL Certificate

### **Reference**

- **Mr STEVEN BANDA - ADIEL I CERTIFIED ACCOUNTANTS**  
 BUSINESS ACCOUNTANT AND TAX PRACTITIONER  
 082 714 1425
- **GEOFFREY CHEWE - TALETSO TVET COLLEGE**  
 LECTURER  
 Geoffreychewe@gmail.com  
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- **Yvonne Motshabi - North West Provincial Treasury**  
Former Supervisor  
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