



**FINANCE INTERN**  
**12 months contract**  
**2015-11-09**

This temporary vacancy is available at Robben Island Museum in the Finance department reporting to the Financial Accountant the incumbent will be responsible for assisting the Financial Accountant.

**Duties and Responsibilities:**

- Reconciliations
- Reporting . daily, weekly and monthly
- Project reporting
- Movable asset processes (e.g. asset verification)
- Developing templates/reports in Excel format
- Ad hoc reports
- Preparing payment

**Experience and Technical skills:**

- Accounting qualification (degree or diploma)
- Strong attention to detail
- Strong accounting skills
- Computer skills
- Excel proficient
- Experience with an accounting package
- Proficient in other Microsoft programs
- Strong administrative skills
- Improve filing systems and maintain . filing/archiving of hard and soft copies
- Organised
- Methodical
- Meticulous
- Logical thinker
- Deadline driven and mature enough to handle pressurised environment
- Eager to learn and quick study
- Dependable
- Hard working

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) or fax 021 425 2131 by no later than 09 November 2015. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.

