



FINANCE INTERN
12 months contract
2016-09-09

This temporary vacancy is available at Robben Island Museum in the Finance department reporting to the Senior Financial Accountant, the incumbent will be responsible to ensure that payments are scheduled effectively and assist the creditors clerk with adhoc duties as instructed.

Duties and Responsibilities:

- Reporting;
- Assisting with creditors and bank duties;
- Follow ups regarding invoices;
- Obtaining creditor statements and performing creditor reconciliations;
- Any other ad hoc duties.

Experience and Technical skills:

- Finance related qualification eg B com degree, National Diploma in (Accounting, Management Accounting, Taxation, Internal Auditing);
- Computer literate (Ms Office Suite)
- Excellent communication skills:
- Good interpersonal and communication skills and able to present ideas logical and concisely;
- Excellent administrative skills:
- Be able to work with a high level of accuracy
- Be able to work under pressure:
- Accurate reporting is a strong requirements within the confines of strict deadlines
- Supplier focus:
- Respond and deal effectively with suppliers in a professional manner
Must be able to work as a team
- Must be able to accept guidance and constructive criticism and apply in the day to day operations within the unit.
- Consistently display values of professionalism

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 by no later than 09 September 2016. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.

