



FINANCE INTERN
12 months contract
2018-10-15

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 e.g. 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 requirement 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 not to make an appointment if suitable candidate is 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 or by no later than **15 October 2018**. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: