FINANCE INTERN
12 MONTHS CONTRACT
13-02-2020

The above mentioned position is available in the Finance Department at Robben Island Museum. Reporting to the Asset Management Supervisor the incumbent will be responsible for the provision of reliable asset data, information, systems and operational support so as to facilitate the achievement of "best practice" asset management.

Duties and Responsibilities:
- Responsibilities will include
- Asset verification of a regular bases
- Movement of assets
- Maintaining asset Inventory list
- Maintaining an accurate asset register
- Supervising asset movements
- Disposals of assets
- Any duties allocated to the individual

Experience and Technical skills:
- The incumbent should be in possession of a National diploma in accounting/Auditing or Bachelor's degree measuring in accounting/Auditing/Financial management
- Good interpersonal skill
- Communication skill
- Knowledge of excel is a pre-requisite.
- Willing to work overtime.
- Team worker
- Prior working experience not a pre-requisite.

RIM is an EE, AA, employer, RIM reserves 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 13 February 2020. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB: