



FINANCE INTERN
12 months contract
2015-08-03

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

Duties and Responsibilities:

- Reconciliations
- Reporting – daily, weekly and monthly
- Project reporting
- Checking for budget and internal control purposes
- Developing templates/reports in Excel format
- Ad hoc reports

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 or fax 021 425 2131 by no later than 03 August 2015. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.