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Gauteng Partnership Fund (GPF) Internship Programme 2024/2025 For Finance Officer

Description

The Gauteng Partnership Fund (GPF) is offering a Finance Internship Programme for the 2024/2025 period, under the title of Financial Officer Intern. This position is intended for individuals seeking to gain practical experience in finance operations within an institutional context.

The internship aims to equip the intern with comprehensive exposure to finance responsibilities, including Accounts Payable, Cashbook reconciliations, and other administrative processes. The program is structured to provide hands-on experience in the daily operations of the GPF Finance Team, facilitating professional growth and skill development in the field of finance.

Responsibilities

The intern will be engaged in various key performance areas, which include:

- Assisting in the accurate and timely capture of transactions on the accounting system.
- Supporting the recording of cash claim expenditures across the organization.
- Aiding in the preparation and processing of payments on the banking system.
- Participating in bank reconciliation processes and uploading bank statements to the intranet.
- Capturing petty cash expenditures and contributing to claims investigations and applications.
- Involvement in Economic Development and BEE Reporting, including data collation and audit preparation.
- Collaborating with colleagues and contributing to meetings and brainstorming sessions.
- Providing mentorship and support to fellow interns.
- Performing additional duties as assigned by the Line Manager, CEO, or CFO.

Qualifications

Applicants must possess a National Diploma or Degree (NQF 6/7) in Accounting or Finance. This internship is specifically designed for individuals with no prior relevant work experience.

Skills and Competencies

- High attention to detail and a strong focus on delivery.
- Ability to thrive in a fast-paced and challenging environment.
- Proficiency in MS Word and MS Excel.
- Strong verbal and written communication skills.
- Logical problem-solving abilities.
- Effective interpersonal skills with the capability to work collaboratively in a team setting.

Hiring organization

Gauteng Partnership Fund (GPF)

Employment Type

Intern

Duration of employment

12 months

Industry

Accounting Internships

Job Location

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

- Strong time management skills, prioritization abilities, and adherence to deadlines.
- Eagerness to learn and adapt.

Job Benefits

The internship provides a unique opportunity to gain valuable experience in finance within a reputable organization. Interns will acquire practical knowledge and skills crucial for advancing their careers in the financial sector.

How To Apply?

Candidates interested in applying should follow the application guidelines provided by the Gauteng Partnership Fund. This internship is ideal for individuals eager to pursue a career in finance and gain meaningful professional experience.