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HWSETA Internship Programme 2026/2027 For Finance

Description

The Health and Welfare Sector Education and Training Authority (HWSETA) is offering a Finance Internship Programme for the 2024/2025 period. This position is designed to provide administrative support within the Finance Division, offering interns practical experience in a structured environment.

This internship provides a comprehensive learning experience for recent graduates interested in finance. Interns will engage in various tasks that enhance their understanding of financial operations within an organization. The program offers a monthly stipend of R10,600.00, reflecting HWSETA's commitment to supporting interns financially as they develop their professional skills.

Responsibilities

Interns will be responsible for a range of duties, including but not limited to:

- Verifying the supporting documents for invoices.
- Processing invoices and ensuring timely payments.
- Creating purchase orders and assisting with supply chain processes.
- Compiling weekly reports on invoice processing.
- Assisting in the preparation of financial statements and reports.
- Analyzing reconciliations and financial data.
- Managing assets and liabilities effectively.
- Maintaining an organized and up-to-date filing system.
- Managing queries and assisting with miscellaneous administrative duties within the department.
- Data capturing.

Qualifications

Applicants must possess a minimum qualification of a Bachelor of Commerce (BCom) in Accounting or Finance. This educational background is essential to ensure that interns can effectively engage with the responsibilities outlined above.

Job Benefits

The internship offers a valuable opportunity for graduates to gain firsthand experience in a professional finance environment. Interns will develop critical skills that are applicable in various financial contexts, enhancing their employability and career prospects.

How To Apply?

Interested candidates should follow the application procedures as specified by HWSETA. This internship is a significant stepping stone for those seeking to establish a career in finance, providing both practical experience and professional growth opportunities.

Hiring organization

HWSETA

Employment Type

Intern

Duration of employment

12 months

Industry

Education Administration Programs Internships

Job Location

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

Working Hours

9

Base Salary

R10,600.00

Date posted

November 19, 2024

Valid through

31.12.2026