

JOB DESCRIPTION

Job Title:	Finance Intern
Company:	Globeleq South Africa Management Services (GSAMS)
Reports To:	Finance Manager
Direct Reports:	None
Location:	Cape Town
Employment Type:	Full-time; Fixed-term Contract (1 year) from 15 January to 31 December 2020

Main Purpose of Role

The main function of the Finance Intern is to assist Globeleq South Africa Management Services' (GSAMS) Finance Team with various generalist finance responsibilities.

The Intern will gain exposure to the day to day processes which will include Accounts Payable, Vendor Management, Cashbook reconciliations and other departmental administration processes.

As this is an internship position, applicants should have no more than 1 year's relevant working experience.

In line with our Employment Equity commitments, candidates from designated groups are preferred.

Key Responsibilities

1. Accounts Payable
 - Assist in capturing of transactions on accounting system
 - Assist in ensuring cash claim expenditure is accurately and timeously captured across the business
 - Assist in the preparation of processing payments onto the banking system
2. Cash Books
 - Assist in processing entries on the bank accounts on the accounting system e.g. payment runs, bank charges and interest
 - Assist with preparation of bank reconciliations
 - Upload bank statements for all bank accounts onto the Intranet
3. Credit Card Claims
 - Assist in accurately and timeously capturing credit card expenditure across the business, as required
 - Participate in outstanding claims investigations and executing new applications of credit cards
4. Vendor Management
 - Participate in the new vendor creation process
 - Collate completed supplier accreditation forms with supporting documentation as required by the business
5. Economic Development & BEE Reporting
 - Assist in preparing quarterly ED reporting submissions and collation of data
 - Assist in the preparation of data and sample selection for the BEE audits

And any other duties, as assigned by the Line Manager, in line with the role.

Skills and Competencies	
	<ol style="list-style-type: none"> 1. High attention to detail and delivery-orientated 2. Comfortable working in a fast-paced and challenging environment 3. Excellent MS Word and MS Excel skills 4. Excellent verbal and written communication skills 5. Able to manage time, prioritize and adhere to strict deadlines 6. Able to solve problems logically 7. Good interpersonal skills and able to work in a team 8. Able and willing to learn.

Experience, Knowledge and Qualifications	
	<ol style="list-style-type: none"> 1. BCom or National Diploma graduate, or equivalent NQF level qualification, with Accounting or Finance as a major. 2. No more than 1 year's applicable experience, including in-service training, if applicable. 3. An understanding of accounts payable and vendor management administration. 4. An understanding of preparation of bank and creditors reconciliations. 5. Relevant working experience with an accounting package (e.g. SAP, Pastel, AccPac, IFS, etc.) would be an advantage.

Prepared By	Konieta Parker and Tasneem Barendse	Date	24/10/2019
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Application process	Please visit www.globeleq.co.za/careers for a full job description and application process. Queries to be emailed to jobs@globeleq.co.za . Applications close Monday 11th November 2019 .
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