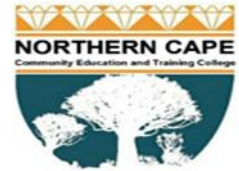




higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Northern Cape Community Education and Training College is recruiting Finance Interns.

The following position is available on a 6-month fixed term contract on a full-time basis starting on or before **1st June 2021**:

The job descriptions and the qualification criteria for the Finance Intern position are detailed below.

Please submit your CV and certified copies of your qualifications to EPhaladi@NC.CETC.edu.za or ephaladi@nccetc.edu.za by close of business, **4th May 2021**.

Salary or stipend R6 100.00 per month.

COLLEGE FINANCE INTERN: JOB DESCRIPTION

NO.	DELIVERABLES
1.	Qualification and experience requirements
1.1	N6 certificate in Financial Accounting
2.	Broad description
2.1	This is a Fixed Term contract for a College specific position in respect of supporting the College finance unit.
2.2	To be a productive member of the overall finance unit.
3.	Supporting the Accounting / Internal Audit/ Supply Chain Manager
3.1	To maintain regular contact with the Manager of the section to which allocated, as the case may be, i.e. Accounting / Supply Chain / Internal Audit, respectively, and to have a monthly update meeting with your respective manager, as a minimum requirement and to communicate all matters proactively and appropriately on a continuous basis.
4.	Responsibilities
4.1	Shadowing members of the financial section to which allocated as they perform their duties.
4.2	Assisting with filing, data entry, supply chain management and internal auditing, as appropriate, and recording and maintaining accurate and complete financial records. Assist in asset management.
4.3	Assisting with preparing financial reports, such as statement of financial position and statement of financial performance, invoices, procurement matters and other documents, where appropriate.

4.4	Handling sensitive or confidential information with honesty and integrity.
4.5	Learning how to work as part of the College Finance unit to compile and analyse data, track information, and support the College.
4.6	Taking on additional tasks or projects to learn more about accounting, procurement, internal audit and office operations, as appropriate.
4.7	Your Manager will assess your performance from time to time and you will be expected to co-operate and respond positively in regard to constructive performance improvements that may be highlighted.

