



## Job Description

1. Job Particulars:	
Job Title: Graduate Intern	Department: Operations and Finance
Reporting Line: allocated mentors	Travel: none
Fixed Term Contract (12 months)	Number of Interns: 1
2. Purpose of Job:	
To provide graduates with an opportunity to acquire practical work experience and exposure to workplace practices through mentorship, coaching and assisting within the relevant department.	
3. Duties graduates will gain exposure to and provide assistance with:	
<b>Accounts Payable:</b> <ul style="list-style-type: none"> <li>• Conversion of Requisition Purchase Orders (RPO's)</li> <li>• Processing of invoices</li> <li>• General administration in the Finance department through all areas</li> </ul> <b>General Ledger:</b> <ul style="list-style-type: none"> <li>• Processing of journals</li> <li>• Credit card reconciliations</li> <li>• Reconciliations</li> </ul> <b>Accounts Receivable:</b> <ul style="list-style-type: none"> <li>• Customer take on</li> <li>• Raise invoices</li> </ul>	
4. Experience & Expertise (Typical educational qualifications & experience)	
<b>Educational background</b> <ul style="list-style-type: none"> <li>• 3-year National Diploma in Finance or equivalent relevant qualification</li> </ul> <b>Experience (years and nature)</b> <ul style="list-style-type: none"> <li>• No prior work experience is required</li> </ul>	
5. Key Competencies	
<ul style="list-style-type: none"> <li>• Initiative &amp; Willingness to learn</li> <li>• Attention to detail</li> <li>• Computer Literacy (MS Word, MS Excel, MS Outlook)</li> <li>• Planning and organising skills</li> <li>• Problem solving skills</li> <li>• Communication skills</li> </ul>	