

Post Title: Finance Administrator Intern

Faculty/Department: Henley Business School, Africa

Reports to: Senior Bookkeeper/ Financial Operations Director

Purpose

Henley is committed to youth skills development by providing graduates with an opportunity to gain work experience.

The incumbent will provide entry-level professional administrative support to the Finance team, gradually increasing level of difficulty and responsibility as the incumbent receives on-the-job training in operational functions. He/she will contribute to the organisational goals by providing and co-ordinating accurate and efficient administrative services.

Learning areas and responsibilities

- Learn the principles, policies, processes and procedures related to the Finance department
- Interpret and apply laws, rules and regulations
- Capturing and processing of PR's and supplier invoices
- Maintaining vendor master-data on the system
- Reconciliation of petty cash, cashbook and credit cards
- Support the budgeting and forecasting process
- Accounts receivables billing and allocations
- Assists in debtors collection process
- Exposure to VAT and tax
- Appropriate record keeping and filing
- Assist in various finance projects, e.g. cost savings initiative
- Assist in BBBEE evidence collection
- Learn and effectively utilise specialized computer software programmes to assist in financial control and reporting
- Communicate effectively orally and in writing

Supervision received

Reporting to the Senior Bookkeeper / Financial Operations Director, who provides direction, support, training, advice and guidance.

Supervision given

None required

Other activities

The successful applicant must be flexible in routinely supporting some evening and weekend working. Time-off-in-lieu (TOIL) is permitted for weekend and evening work.

Contacts

Finance team; Programme Administrators; staff across the Henley Business School

This document outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Criteria	Essential
Skills Required	<ul style="list-style-type: none">• Business English, strong verbal and written communication skills (punctuation, spelling and grammatical usage)• Ability to demonstrate principles of good administrative systems and procedures• Attention to detail and high level of accuracy and methodical working
Attainment	<ul style="list-style-type: none">• 3 year diploma/degree e.g.: B Com, National diploma in Accounting
Knowledge	<ul style="list-style-type: none">• Basic theory and principles of accounting• Information systems• Strong understanding of Microsoft Office applications – Word, Excel, Outlook
Relevant working experience	<ul style="list-style-type: none">• 6 – 12 months working experience in similar role is an advantage, but not essential.
Disposition	<ul style="list-style-type: none">• Recognises high standards of customer-focused service delivery• Patient, friendly and welcoming manner• Energetic and flexible approach• Willing and eager to learn
Other	<ul style="list-style-type: none">• Willingness to work at weekends• Currently unemployed• A South African ID

An internship is a planned, structured and managed programme that provides an opportunity to practice the work skills that a candidate has studied and will practice in future for a specific period of twelve months.

The criteria is as follows:

1. Unemployed South African graduates from higher education institutions who have recently completed their degree or diploma (in the relevant field as indicated in the advert above).
2. Graduates between the ages of 18 and 35 years.
3. Candidates who have already attended on an internship/ learnership programme will not be considered

Applicants need to be prepared to undergo an assessment as part of the selection process. Short listed candidates will be required to authenticate information provided in their CVs. The closing date for applications is 28 April 2017.

If you know of such a person and they meet the criteria above and details within the job description, please pass this on.

Interested applicants, who meet the criteria, are to submit their CV along with the supporting documents noted in the advert to growing@henleypsa.ac.za