

Job Title:	Internship: Finance
Type of Position	Internship / Graduate Placement
Period	1 year
Reporting to	Manager: Finance
Based:	Pretoria
Reference No:	HRREC013/23

Qualification and Experience:

Diploma/ Degree in Accounting, Financial Accounting. No experience required

Knowledge and Skills

- Analytical skills
- Problem solving skills
- Computer skills
- Project Management skills
- Coordination skills
- Interpersonal and communication skills

Key responsibility

- Assisting in managing stationery/ inventory on a monthly basis.
- Assist in asset verification and stationery count.
- Monthly reconciliation of GL account (Inventory, trade receivables, trade payables, Accrual account)
- Assist with preparing requisition on Sage evolution.
- Assist with daily payment and preparing payment register.
- Assist with other administration work within finance.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **15 September 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.