



JOB PROFILE

Job Title:	Finance Intern
Business Unit:	Business Support
Reporting to:	CFO

GENERAL SUMMARY

To give administrative support to the line functions and auxiliary activities to the Business Unit.

JOB DESCRIPTION

Duties and Responsibilities:

1. Assist with reviewing of monthly expenditures, and compile management report for submission to the Executive Manager: Business Support.
2. Assist with overseeing the recording of all fees received from members, produce and dispatch receipts and code all transactions to the appropriate accounts.
3. Assist with the accurate update member ledgers on a weekly basis.
4. Assist with recording all forms of income received, and code all transactions to the appropriate account.
5. Assist with the Annual Audit (both internal and external) of Proudly South African.
6. Completes other ad hoc tasks as required.
7. Exercise effective stock control over all promotional items.
8. Adhere to organisational procedures & Policies.

9. Developing and submission of Reports (weekly, monthly, quarterly, annually and ad hoc.
10. Performs miscellaneous other appropriate duties as assigned.

JOB SPECIFICATION

Requirements for the position	
Qualifications	Relevant post-Matric qualification in Accounting
Experience	<ul style="list-style-type: none"> • NONE
Knowledge	<ul style="list-style-type: none"> • Has an excellent understanding of the structure and functions within Proudly South African and knows the organization's products and services • Excellent understanding of Proudly South African's financial governance policies and regulations • In-depth knowledge of general accounting bookkeeping theories and practices.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers. • Able to handle responsibilities independently, and achieve work outputs within a minimum of supervision. • Experience of producing reliable and accurate work in a busy, pressured environment. • Displays absolute honesty and maintains unquestionable ethical standards in all dealings. • Is highly numerate and displays expert abilities in general accounting bookkeeping practices. • Good communication skills and is able to give and analyse information in both written and verbal formats. • Brings about improvements and innovations to the process to improve the effectiveness of the operation. • Delivers service and completes tasks according to specified and agreed deadlines. • Deals effectively with pressure, remains focused, optimistic and persistent, even under adversity.

Abilities / Attributes	<ul style="list-style-type: none">• Ability to manage many tasks at once, work against short deadlines and to remain calm and focused.• Ability to implement and maintain accurate record-keeping systems.• Ability to work on own initiative but also as part of a team when appropriate.
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