



**FINANCE INTERNS X 3
18 MONTHS
REMUNERATION: MARKET RELATED
Ref: AgriS0112/2022**

Designation	Finance Intern X3
Reporting to	Assistant Manager: Finance
Division	Finance
Business Unit	Expenditure
Office Location	Head office, Pretoria

Job Purpose	To provide support to Finance Team with the management of invoices of AgriSETA
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Key Performance Area	Functional Outputs / Actions
Liability Management	Assist the Finance Officers with the following: <ul style="list-style-type: none">• Management of invoices of AgriSETA• Receive all invoices due for payment• Maintain monthly accrual list
Expenditure	Assist the Finance Officers with the following: <ul style="list-style-type: none">• Capture invoices on the accounting system• Report queries and follow up• Receive all payments enquiries and resolve them• Filling of payment packs
Audit Management	Assist the Finance Officers with the following: <ul style="list-style-type: none">• Retrieval of payment packs

	<ul style="list-style-type: none"> • Assist with audit requests (RFI's)
Asset Management	<ul style="list-style-type: none"> • Assist the Assistant Manager (Assets) with physical asset verification
Minimum Qualification and Experience	<ul style="list-style-type: none"> • NQF Level 7/advanced Diploma or NQF Level 6/National Diploma in finance or financial accounting
Required Competencies	<ul style="list-style-type: none"> • Team Orientated • Attention to detail • Excellent written, verbal, and interpersonal communication skills • Administrative skills • Results-driven • Deadline driven • Solution-driven

Employment Period: 18 Months Contract

An updated CV with a cover letter (excluding certificates) should be forwarded to:

recruitment@agriseta.co.za

Closing date: 15 December 2022

Enquiries: Noxolo@agriseta.co.za

Note: communication will be restricted to the shortlisted candidates only. Should you not hear from us within 4 weeks after the closing date of this advertisement, consider your application unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing. AgriSETA is an equal opportunity employer and preference will be afforded to candidates in terms of the Employment Equity Plan.



Disabled candidates are encouraged to apply and an indication in this regard will be appreciated.