



SEKHUKHUNE TVET COLLEGE

CORPORATE OFFICE



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REACHING GOALS TOGETHER

SEKHUKHUNE TVET COLLEGE – CENTRE FOR ENTREPRENEURSHIP & RAPID INCUBATOR (CFERI) INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING VACANT INTERNSHIP.



**CENTRE FOR
ENTREPRENEURSHIP**
RAPID INCUBATOR



POSITION : FINANCE INTERN (24 MONTHS CONTRACT)
REFERENCE NO :
BRANCH : CENTRE FOR ENTREPRENEURSHIP
REPORTING TO : HEAD: CFERI
SALARY RANGE : R66 000,00 PER ANNUM (ALL-INCLUSIVE PACKAGE)

MAIN PURPOSE OF THE JOB:

- To enhance skills and assist graduate gain meaningful workplace experience at Sekhukhune TVET College's Centre for Entrepreneurship Rapid Incubator dealing with finance matters. It is also for the graduate to assist in supporting the CfERI clients with all finance and bookkeeping matters. Assist in supporting CfERI with financial records and reporting. Assist in ensuring compliance to Treasury Regulations and the PFMA and other related regulations, by fulfilling the below roles in accordance with CfERI policies and procedures.

KEY PERFORMANCE AREAS

- Assist in preparation and/ review of management accounts and financial statements for the CfERI and its clients/incubatees
- Assist in dealing with quotations, invoices, payments, creditors and debtors of the CfERI
- Assist with preparation of traveling logistics and reimbursement claims
- Assist with budgeting, asset management and petty cash management
- Liaison with SCM in assisting with procurement of goods and services
- Assist in obtaining clients/incubatees memorandum of verifications for reporting purposes
- Assist in the coordination of trainings relating financial management for SMMes/Coops
- Assist in developing and utilising spreadsheets, databases and other softwares
- Assist in the audit processes through preparing and analysing financial information
- Assist in performing any financial administration duties as delegated by supervisor

MINIMUM REQUIREMENT

- 3-year Degree/Diploma in Financial or Management Accounting or equivalent
- Proven student leadership experience within a tertiary institution will be an advantage

PLEASE NOTE:

Relevant Employment Acts will be considered when filling this position. Applications should be submitted on form Z83 obtainable(2021 version) from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license(if applicable). Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 21 days after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the College. NB: Foreign applicants should attach the following documents: SAQA evaluation certificate, SACE and quota work permit. The Employer reserves the right not to make an appointment. Where applicable, correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualification and criminal record verification.

Enquiries maybe directed to Mr. KG Mkhwanazi – 013 110 3256

All applications must be emailed to: info@incubatesekhukhune.co.za with **email subject as the name** of the position applied for the attention of the Centre Head: CfERI.

CLOSING DATE: 31 August 2022