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City of Johannesburg: Finance / Admin Internships 2024 Apply Here

Description

We are currently seeking highly motivated and enthusiastic individuals to join our team as Finance/Admin Interns. This internship program offers an exciting opportunity for candidates to gain hands-on experience and develop their skills in finance and administrative functions within a municipal setting.

Responsibilities

- Assist in financial data entry, record keeping, and documentation.
- Support the finance team in budget preparation, analysis, and reporting.
- Aid in processing invoices, payments, and reconciliations.
- Assist with administrative tasks such as filing, data management, and correspondence.
- Collaborate with various departments to gather information and support operational needs.
- Participate in meetings, workshops, and training sessions to enhance skills and knowledge.

Qualifications

- Currently pursuing or recently completed a degree/diploma in Finance, Accounting, Business Administration, or a related field.
- Strong analytical skills and attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to work independently and within a team in a fast-paced environment.
- Eagerness to learn and contribute positively to the team.

Job Benefits

- Valuable hands-on experience in a municipal finance/administrative environment.
- Mentorship and guidance from experienced professionals.
- Exposure to various aspects of municipal operations and governance.
- Networking opportunities within the organization and the broader municipal sector.

Contacts

To apply for the Finance/Admin Internships at the City of Johannesburg, follow these steps:

- **Prepare Your Application Materials:** Update your resume/CV and draft a cover letter highlighting your interest in the internship position, relevant skills, and how your qualifications align with the job description.
- **Visit the City of Johannesburg Careers Portal:** Check the official City of Johannesburg website or their designated careers portal for internship opportunities. Look for the specific Finance/Admin Internship posting.

Hiring organization

City of Johannesburg

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

April 22, 2024

Valid through

06.12.2024

- **Review the Application Requirements:** Carefully read through the job posting to understand the application process, required documents, and any additional information needed.
- **Submit Your Application:** Complete the online application form or follow the instructions provided in the job posting to submit your application materials. Ensure all required documents are attached as per the application guidelines.
- **Double-Check Your Application:** Before submitting, review your application materials to ensure accuracy, completeness, and that they meet the specified requirements. Double-check for any errors in spelling, grammar, or formatting.
- **Submit Within the Deadline:** Ensure that your application is submitted before the stated deadline. Late applications may not be considered.
- **Follow Up (if necessary):** If you haven't received any confirmation after submitting your application, consider following up with the City of Johannesburg's human resources department or the contact provided in the job posting to inquire about the status of your application.
- **Prepare for Interviews (if selected):** If you are shortlisted for an interview, prepare by researching the City of Johannesburg, understanding their initiatives, and reviewing common interview questions related to finance/administration roles.