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## Gauteng Partnership Fund (GPF): Finance, Accounting and Business Admin Internships 2024 New Application

### Description

Gauteng Partnership Fund (GPF) is offering exciting internship opportunities for ambitious and talented individuals in the fields of Finance, Accounting, and Business Administration. This program is designed to provide hands-on experience and exposure to various facets of financial management and business operations within a dynamic and socially responsible organization.

### Responsibilities

- **Financial Analysis:** Assist in financial data analysis, budgeting, and forecasting to support strategic decision-making processes.
- **Accounting Support:** Work closely with the finance team to gain practical experience in general accounting activities, including reconciliations, journal entries, and financial reporting.
- **Business Administration:** Contribute to the efficient operation of the organization by supporting administrative functions, process improvement initiatives, and project coordination.
- **Data Management:** Assist in maintaining accurate and up-to-date financial records, databases, and documentation.
- **Collaboration:** Collaborate with cross-functional teams to gain exposure to various aspects of the organization's operations and contribute to collaborative projects.

### Qualifications

- **Educational Background:** Currently enrolled in or recent graduate with a degree in Finance, Accounting, Business Administration, or a related field.
- **Analytical Skills:** Strong analytical and problem-solving skills, with a keen attention to detail.
- **Communication:** Excellent verbal and written communication skills, with the ability to effectively interact with team members and stakeholders.
- **Initiative:** Proactive and self-motivated, with the ability to take initiative and work independently.
- **Team Player:** A collaborative mindset and the ability to work effectively within a diverse team environment.
- **Technology Skills:** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and familiarity with accounting software is a plus.

### Job Benefits

- **Learning and Development:** Gain practical experience and exposure to various aspects of finance, accounting, and business administration.
- **Networking:** Connect with professionals in the field and build a network within the finance and development sectors.
- **Mentorship:** Receive guidance and mentorship from experienced professionals in the industry.

### Hiring organization

Gauteng Partnership Fund (GPF)

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Property Management and Commercial Lending

### Job Location

Sandton, Gauteng, South Africa, 2146, Sandton, Gauteng, South Africa

### Working Hours

09

### Date posted

May 22, 2024

### Valid through

16.01.2028

- **Potential for Full-Time Opportunities:** Outstanding interns may be considered for full-time positions within GPF upon completion of the internship program.

## **Contacts**

- Prepare your resume and cover letter highlighting your qualifications, educational background, relevant skills, and why you are interested in interning with Gauteng Partnership Fund (GPF).
- Combine your resume and cover letter into a single document.
- Visit our official website to access the online application portal.
- Navigate to the “Career Opportunities” or “Internship Programs” section.
- Locate the specific internship posting for “Finance, Accounting, and Business Administration Internships” and click on the application link.
- Complete the online application form, providing accurate and up-to-date information.
- Upload the combined document containing your resume and cover letter.
- Submit your application by the specified deadline.