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City of Johannesburg: Finance / Accounting Internship 2023 New Hiring

Description

The City of Johannesburg is offering a Finance / Accounting Internship program designed to provide motivated individuals with a unique opportunity to gain hands-on experience in municipal finance and accounting. This internship offers a dynamic learning environment where you can contribute to the financial stability and prosperity of Johannesburg while advancing your own career.

Responsibilities

- **Financial Analysis:** Assist in financial data collection, analysis, and reporting to support decision-making processes within the finance department.
- **Budgeting:** Participate in the preparation and monitoring of budgets, helping to ensure efficient allocation of resources.
- **Accounts Receivable/Payable:** Gain practical experience in managing accounts receivable and payable, including invoice processing and reconciliation.
- **Financial Reporting:** Assist in the preparation of financial reports and statements, adhering to established accounting principles.
- **Auditing:** Collaborate with the internal audit team to ensure compliance with financial regulations and best practices.
- **Data Entry and Record Keeping:** Maintain accurate financial records and databases to facilitate efficient financial operations.
- **Financial Compliance:** Assist in the review of financial transactions to ensure compliance with relevant laws and regulations.
- **Research:** Stay updated on industry trends and financial best practices, contributing insights to enhance the finance department's efficiency.
- **Collaboration:** Work closely with finance professionals and cross-functional teams to support financial initiatives.

Qualifications

- Currently pursuing or recently completed a Bachelor's degree in Finance, Accounting, or a related field.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational abilities.
- Proficiency in Microsoft Excel and other financial software is a plus.
- Strong communication and interpersonal skills.
- Proactive attitude and willingness to learn.

Job Benefits

- Mentorship and guidance from experienced finance professionals.
- Exposure to real-world financial operations in a municipal setting.
- Networking opportunities within the City of Johannesburg and the public sector.
- Stipend and potential for career advancement for exceptional interns.

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

November 19, 2024

Valid through

19.10.2025

- Valuable experience to enhance your future career prospects.

Contacts

1. Prepare Your Application Materials:

- Update your resume to include your educational background, relevant coursework, skills, and any prior work or internship experience.
- Write a cover letter that highlights your interest in the internship, your qualifications, and why you want to work with the City of Johannesburg.

2. Visit the City of Johannesburg Career Portal:

- Go to the City of Johannesburg's official website or career portal, if available. This is typically where you'll find job and internship listings.

3. Search for the Finance / Accounting Internship Listing:

- Navigate to the "Careers" or "Job Opportunities" section of the website.
- Use the search or browse function to find the Finance / Accounting Internship position. It may be listed under "Internships" or a similar category.

4. Review the Job Posting:

- Carefully read the job description and any specific application instructions provided in the posting.

5. Complete the Online Application:

- Follow the instructions provided to complete the online application form. You may need to create an account or log in to the portal.

6. Upload Your Documents:

- Attach your updated resume and cover letter to the online application. Ensure the documents are in a format that the application system accepts (usually PDF or Word).

7. Provide Contact Information:

- Fill in your contact details, including your email address and phone number, so the City of Johannesburg can reach out to you if needed.

8. Submit Your Application:

- Review your application to ensure all information is accurate and all documents are attached. Once you're satisfied, click the "Submit" or "Apply" button to send your application.

9. Confirmation Email:

- After submitting your application, you may receive a confirmation email acknowledging that your application has been received.

10. Wait for Feedback:

- The City of Johannesburg's HR department or hiring team will review applications and contact candidates if they are selected for an interview or further assessment.

11. Follow Up:

- If you haven't received a response within a reasonable time frame, you may consider reaching out to the HR department to inquire about the status of your application.