



<https://www.jobzfrica.com/job/mancosa-internship/>

## MANCOSA: Finance Internship 2023 / 2025/26 New Application

### Description

MANCOSA is seeking a motivated and dedicated Finance Intern to join our dynamic team in Randburg, South Africa. This internship offers a unique opportunity to gain valuable hands-on experience in the finance industry, learn from seasoned professionals, and contribute to the success of a well-established educational institution.

### Responsibilities

- **Financial Analysis:** Assist in analyzing financial data, including income statements, balance sheets, and cash flow statements, to support decision-making processes.
- **Budgeting and Forecasting:** Participate in the budgeting and forecasting process, helping to develop accurate financial plans and identify potential cost-saving opportunities.
- **Financial Reporting:** Assist in preparing financial reports and presentations for internal and external stakeholders.
- **Data Entry and Record Keeping:** Ensure accurate and organized financial data entry, maintaining a system for easy retrieval and analysis.
- **Financial Compliance:** Assist in ensuring compliance with relevant financial regulations and standards.
- **Supporting Finance Team:** Collaborate with the finance team on various ad-hoc projects and tasks to gain a broad understanding of finance operations.
- **Professional Development:** Take advantage of learning opportunities provided during the internship to build financial skills and knowledge.

### Qualifications

- Currently pursuing or recently completed a Bachelor's degree in Finance, Accounting, or a related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Excel and financial software is a plus.
- Self-motivated with a strong desire to learn and grow in the finance field.

### Job Benefits

- Valuable hands-on experience in finance.
- Exposure to the education sector.
- Mentorship from experienced finance professionals.
- Networking opportunities within the organization.
- Competitive internship stipend.

### Contacts

1. **Prepare Your Application Materials:**

**Hiring organization**  
MANCOSA

**Employment Type**  
Intern

**Duration of employment**  
3 Months

**Industry**  
Higher Education

**Job Location**  
Randburg, Gauteng, South Africa,  
2194, Randburg, Gauteng, South  
Africa

**Working Hours**  
09

**Date posted**  
November 19, 2024

**Valid through**  
18.10.2025

- Update your resume to include your educational background, relevant skills, and any relevant experience.
  - Write a cover letter that expresses your interest in the Finance Internship at MANCOSA, highlights your qualifications, and explains why you are a suitable candidate.
2. **Compile your Application Documents:**
    - Save your resume and cover letter as separate documents in a common format (e.g., PDF or Word).
  3. **Compose an Email:**
    - Create a new email with a clear subject line, such as “Application for Finance Internship at MANCOSA.”
  4. **Email Content:**
    - In the body of the email, express your interest in the Finance Internship position.
    - Mention where you found the job posting if applicable.
    - Attach your resume and cover letter to the email.
  5. **Contact Information:**
    - Include your full name, contact information, and any other relevant details, such as your LinkedIn profile or portfolio website if you have one.
  6. **Send the Email:**
    - Double-check that all attachments are included and that your email is free from errors.
    - Send your application email to the provided email address, which should be mentioned in the job description.
  7. **Follow-Up:**
    - After sending your application, you may want to follow up with a polite email or phone call a week or two after the application deadline to inquire about the status of your application.