

ADVERTISEMENT

INTERNSHIP: FINANCE X2 (24 months)

INTERNSHIP STIPEND R80 096.00 per annum

OVERVIEW OF THE ORGANISATION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

PURPOSE OF ROLE:

To receive training within the NMISA Finance Division. Ensure compliance to the PFMA and related Treasury Regulations, by fulfilling the below roles according to policies and procedures.

MINIMUM QUALIFICATIONS AND KNOWLEDGE

- Three-year tertiary qualification in Finance
- No experience required, if you have participated in an internship programme your application will not be considered
- Knowledge of all relevant legislation (PFMA, etc.)
- Competent in MS Office Software package
- Analysing, quality and detailed orientation
- Good communication skills and report writing skills

DUTIES AND RESPONSIBILITIES

- Assist with accurately capturing invoices in the accounting systems to effect payment timeously and accurately to suppliers.
- Assist with accurately preparing monthly and daily reconciliations of suppliers' accounts.
- Assist with asset management (barcoding assets, capturing additions, disposals and asset movements in the accounting system and physical asset verification)
- Assist with capturing customer deposits and supplier payments on Dynamics D365 daily.
- Assist with weekly bank reconciliations.
- Assist with ensuring that petty cash is reconciled weekly and is replenished and available.
- Assist with invoicing of clients, including general financial administration.
- Assist with following up on outstanding customer invoices and ensure that monies due to NMISA are collected timeously
- Liaising with customers and suppliers.

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

Please note

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, Indian & African.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org

Only candidates with all supporting documents will be considered for the position.

Clearly indicate which position you are applying for.

Closing date for applications: **11 April 2025**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)