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Allan Gray Orbis Foundation: Finance Internships 2024 New Hiring

Description

We are currently seeking highly motivated and enthusiastic individuals to join our Finance Internship program. This internship offers a unique opportunity for aspiring finance professionals to gain hands-on experience in a dynamic and purpose-driven organization. As a Finance Intern at Allan Gray Orbis Foundation, you will work closely with our finance team to contribute to various financial processes and projects.

Responsibilities

- **Financial Reporting:** Assist in the preparation and analysis of financial reports, ensuring accuracy and compliance with established accounting standards.
- **Budgeting and Forecasting:** Support the budgeting and forecasting processes by gathering relevant data and collaborating with different departments.
- **Account Reconciliation:** Conduct regular reconciliations of financial accounts, identifying and resolving discrepancies in a timely manner.
- **Data Analysis:** Analyze financial data and trends to provide insights that support decision-making within the organization.
- **Process Improvement:** Identify opportunities for process improvement within the finance function and actively contribute to enhancing efficiency.
- **Audit Support:** Collaborate with the finance team during internal and external audits, providing necessary documentation and information.

Qualifications

- Currently pursuing a degree in Finance, Accounting, or a related field.
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Excel and other relevant financial software.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Eagerness to learn and take on new challenges.

Job Benefits

- Exposure to a dynamic and purpose-driven work environment.
- Mentorship and guidance from experienced finance professionals.
- Networking opportunities within the Foundation and the broader entrepreneurial community.
- Competitive stipend.

Contacts

1. **Prepare Your Application Documents:**
 - Update your resume to reflect your education, work experience, and relevant skills.

Hiring organization

Allan Gray Orbis Foundation

Employment Type

Intern

Duration of employment

3 Months

Industry

Non-profit Organizations

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

September 24, 2024

Valid through

13.01.2028

- Write a cover letter expressing your interest in the Finance Internship and explaining how your skills and experiences align with the position.
- 2. Submission Method:**
- Email: Send your resume and cover letter as attachments to the designated email address. Ensure that your subject line clearly states “Finance Internship Application – [Your Full Name].”
 - Online Application Form: If the organization has an online application form, fill out the required information and upload your resume and cover letter as instructed.
- 3. Application Deadline:**
- Be aware of the application deadline and ensure that your materials are submitted before the specified date. Late applications may not be considered.
- 4. Follow-Up:**
- If you do not receive a confirmation email or acknowledgment of your application within a reasonable timeframe, consider following up with the organization to ensure that your application was received.
- 5. Interview Preparation:**
- If selected, prepare for an interview by researching the Allan Gray Orbis Foundation, understanding their mission, and being ready to discuss your experiences and motivations for applying.
- 6. Professionalism:**
- Throughout the application process, maintain a professional tone in your communications. Pay attention to details, and ensure that your application materials are well-written and free of errors.
- 7. Network and Learn:**
- While waiting for a response, continue to learn about the organization and network with professionals in the field. This knowledge can be valuable during interviews and demonstrate your genuine interest in the Foundation.