



nhc

National Heritage Council
SOUTH AFRICA

an agency of the
Department of Sport, Arts and Culture

GRADUATE DEVELOPMENT PROGRAMME: FINANCE PRETORIA

NATIONAL HERITAGE COUNCIL (NHC) of South Africa through the NHC Act, 1999 (Act of 1999), is responsible for the preservation, protect and promotion of heritage for sustainable development.

The National Heritage Council (NHC) based in Hatfield Pretoria is implementing a Graduate Development programme as part of its contribution to skills development initiative.

Finance Intern

About the job:

The NHC has a vacancy for an **Intern** position in the **Finance** unit. The purpose of the role is to receive and record invoices. The incumbent will process invoices and liaise with service providers. Assist in the administration work for record keeping.

This position is in **Hatfield Pretoria**.

The National Heritage Council invites graduates to apply for a 24 months' internship opportunity to commence on **01 May 2022 to 31 March 2024**.

Requirements: Unemployed graduates who have successfully completed a three (3)-year Degree in the Accounting/ Financial Management/Financial Accounting field and who are between the ages of 18 and 35 years may apply. South Africans citizen by birth may apply.

Students that still need to finish or qualify for a Degree or National Diploma should not apply. Applicants with 0 to 1-year work experience are encouraged to apply.

Monthly stipend: R6,500.00 per month

To apply submit a CV, certified copies of qualifications/certificates and a certified copy of a bar-coded South African identity document.



- Excellent Communication skills (verbal & written)
- Organising Skills
- Time management
- Financial Reporting
- Able to work under pressure
- Attention to detail
- Coordinating Skills
- Self-motivated with the ability to work with minimal supervision
- Willingness to learn and take on additional responsibilities of and when required

The NHC is an equal opportunity employer and encourages applications from women and people with disabilities.

Forward all required documentation to hr@nhc.org.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months after the closing date, please consider your application as unsuccessful.

Closing date: 19 April 2022

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.