



STATE DIAMOND TRADER

The State Diamond Trader is a state-owned entity established in terms of Section 14 of the Diamonds Amendment Act, 29 of 2005. It is classified as a Schedule 3b entity of the Public Finance Management Act (PFMA). We invite self-motivated and suitably graduates who wish to stand out in their field to apply for the following internship vacancy:

Position: Internship – Finance and Administration
Position Type: Two (2) Year Fixed Term Contract
Remuneration: R180 000 Annual Total Guaranteed Package
Ref No: SDT 01/052022

Requirements: Graduate in B-Com /B Compt/B Accounting (Auditing and Accounting Majors)

Skills and Competencies: Excellent analytical and problem-solving skills. Excellent interpersonal, and consensus-building skills. Numeracy and attention to detail. Honest and transparent. Tenacity and perseverance. Able to work in a pressurised environment.

Key Accountabilities: Six (6) month training programme guided by a structured training plan of the internship key accountabilities. After the six (6) month training programme, the Intern will be coached and mentored on the following key accountabilities: Trade payables - daily payments of creditors and suppliers, Trade receivables -monitoring all sections under receivables in respect of debtor's ledger and aging, Preparation of monthly bank reconciliations, monthly management accounts, Financials to balance sheet - preparation of monthly financial journals and posting in a financial system, Diamond administration – processing of daily/monthly trading activities in respect of sales and purchases, Updating management accounts with trading activities, analyses budget versus actual comparatives and prepare notes thereto, Reconciliation of reports on all trading activities, and Filing of key documents within Finance Department.

Applications: An application letter, detailed CV, qualifications, and ID copy must be forwarded to the HR Manager at hr@statediamondtrader.gov.za.

Enquiries: Contact Nkosinathi Mabaso on 011 334 2691 **Closing Date: 17 May 2023.**

Kindly consider your application unsuccessful if you have not been contacted within 30 days of the closing date. Requested documents will be used to process applications.