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OUTsurance: Finance Operations Internships 2024-25

Description

OUTsurance is a leading South African insurance company known for its innovative approach to providing exceptional service and solutions to our clients. Our Finance Department is at the heart of our operations, ensuring that our financial processes run smoothly and efficiently. We are currently seeking a motivated and enthusiastic Finance Operations Intern to join our team and gain valuable hands-on experience in finance operations.

As a Finance Operations Intern at OUTsurance, you will play a crucial role in supporting our Finance Operations Team with various day-to-day activities. This internship offers a unique opportunity for recent graduates to gain practical experience in the finance sector and develop skills that will be beneficial for a future career in finance.

Responsibilities

1. **Finance Creditors Management:**
 - Assist in processing creditor invoices and ensuring accurate and timely payments.
 - Help reconcile creditor accounts and resolve discrepancies.
 - Maintain records of creditor transactions and ensure compliance with company policies.
2. **Fleet Management:**
 - Support the management of company vehicles, including tracking and updating fleet records.
 - Assist in coordinating vehicle maintenance and repairs.
 - Help with managing fuel accounts and ensuring accurate reporting.
3. **Fixed Assets Administration:**
 - Assist in the tracking and management of fixed assets.
 - Support in updating asset records and conducting periodic asset audits.
 - Help with the preparation of asset disposal documentation.
4. **General Finance Support:**
 - Provide administrative support to the Finance Operations Team as needed.
 - Assist with data entry, reporting, and documentation.
 - Participate in meetings and contribute to team discussions and projects.

Requirements:

- **Education:**
 - Grade 12 / Matric or equivalent.
 - Finance-related Diploma or Degree.
- **Technical Skills:**
 - Proficient in MS Office (Excel, Word, PowerPoint).
- **Experience:**

Hiring organization

OUTsurance

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Centurion, Gauteng, South Africa, 0046, Centurion, Gauteng, South Africa

Working Hours

09

Date posted

November 7, 2024

Valid through

19.07.2028

- No prior work experience is required.

Eligibility:

- Must be a South African citizen.
- Must not have previously participated in an internship or learnership with INSETA.
- Must be between the ages of 18 and 35.
- Must have been unemployed for the past 2 months.

Skills and Competencies:

- **Interpersonal Skills:**
 - Strong ability to build relationships and engage professionally with team members and stakeholders.
- **Initiative:**
 - Proactive in taking on tasks and responsibilities, demonstrating a strong work ethic and drive.
- **Organizational Skills:**
 - Ability to methodically plan and organize tasks and projects, ensuring efficient completion.
- **Attention to Detail:**
 - High level of accuracy and attention to detail in handling financial data and documentation.
- **Adaptability:**
 - Positive response to change and ability to adapt to new situations and challenges.
- **Multitasking:**
 - Ability to handle multiple tasks and manage stress effectively in a fast-paced environment.
- **Confidentiality:**
 - Demonstrates a high degree of discretion and maintains confidentiality in handling sensitive information.

Job Benefits

- Gain hands-on experience in finance operations within a leading insurance company.
- Opportunity to work closely with experienced professionals in the finance industry.
- Develop valuable skills that will enhance your career prospects in finance.

Contacts

Interested candidates are invited to submit their CV along with a cover letter outlining their suitability for the role.

OUTsurance is an equal-opportunity employer. We encourage applications from all qualified individuals regardless of race, gender, disability, or age.

Join us at OUTsurance and take the first step towards a rewarding career in finance!