



## **Position: Accounts Intern**

The Department of Finance at Arrupe Jesuit University Community is looking for a competent and passionate undergraduate student who can work as an Accounts Intern (industrial attachment). The applicant must be studying towards a Bachelor's degree in Accounting or related professional qualification.

### **Duties and Responsibilities**

The Intern's duties and responsibilities will include:

#### **1. Financial**

- Assist in receipting and recording financial transactions accurately and efficiently
- Assist in the preparation of documentation for payments authorisations

#### **2. Filing**

- Assist in Filing - creating and classifying documents, updating files, and filing documentation in appropriate files.

#### **3. Administrative Tasks**

- Provide general administrative support to the accounting department, such as assisting in procurement, record keeping, data entry, organizing financial records, and **maintaining data confidentiality**.

#### **4. Collaborate and Learn**

- Actively participate in team meetings, and other learning opportunities to enhance your knowledge of accounting principles and software.

#### **5. Any other duties**

- The intern may be asked to do other duties.

### **Person specification**

- Must be studying towards a degree in Accounting at a recommendable institution.
- Basic knowledge of Sage Pastel is an added advantage.
- Basic communication skills.
- A basic appreciation of Microsoft Office, and e-mail.
- Proficiency in English (written and oral), good research and analytical skills.
- The ability to work as part of a team, strong analytical and problem-solving skills, excellent administrative and organisational skills and detail-oriented.

- Ability to effectively learn and acquire new knowledge and skills, share knowledge and work in a strong team-oriented environment, prioritise workload and keep to strict content deadlines.
- Manage time and resources well and demonstrates good organizational abilities
- High level of honesty and integrity.
- Must be willing to work on weekends and sometimes after hours in the evening.

**To apply:**

Applicants must submit an application with the following documents: application letter, an internship eligibility letter from the applicant's university/college, certified copies of academic certificates, national identity card/International passport, birth certificate and detailed curriculum vitae to:

**The Minister  
Arrupe Jesuit University  
16 Link Road  
Mt Pleasant  
Harare**

**OR**

**Email applications to: [minister\\_administrator@aju.ac.zw](mailto:minister_administrator@aju.ac.zw)**

**Copy : [ajuc\\_assistantaccountant@aju.ac.zw](mailto:ajuc_assistantaccountant@aju.ac.zw)**

The closing date for receipt of applications is **Friday, 16 February 2024**. Only shortlisted candidates will be contacted for an interview. The successful candidate will be expected to hold the position of Accounts Intern for one year.

Further inquiries or questions about this advert should be directed to The Minister through the email address: **[minister\\_administrator@aju.ac.zw](mailto:minister_administrator@aju.ac.zw)**.

**NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.**