



Position: Accounts Intern

The Department of Finance at Arrupe Jesuit University 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.

Person specification

- 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.
- High level of honesty and integrity.

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 Human Resources and Public Relations Officer
Arrupe Jesuit University
16 Link Road
Mt Pleasant
Harare**

OR

Email applications to hr@aju.ac.zw

The closing date for receipt of applications is **Friday, 22 September 2023**. 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 Human Resources and Public Relations Officer through the email address: **hr@aju.ac.zw**.

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