

INTERNSHIP PROGRAM

Department Information Sheet

Department: Accounting (Corporate)

About the Department:

The Accounting Department is responsible for managing and overseeing the company's accounts and the financial functions of the company. The Accounting Department is responsible for regular financial reporting, fixed asset reporting, payroll, maintaining the company's financial books and preparing financial statements in compliance with applicable accounting standards. The Accounting Department provides guidance to other departments in the company to ensure that generally accepted accounting principles, policies and procedures are consistently applied to maintain the integrity of the financial records and also to manage costs. A further role of the Accounting Department is to assist other departments set and manage budgets and to assist with performance evaluation.

Possible duties of an intern:

- Accounts payable
- Assist with Accounts receivable
- Assist with receipting
- Assist with Asset maintenance and reporting
- Assist with monitoring internal controls
- Batching and coding of source documents
- Data entry
- Filing finance documents

Personal skills:

In addition we ask that students applying for an internship possess

- Organisational skills
- Attention to detail
- Computer skills
- Strong interpersonal skills and flexibility
- Ability to work as a member of a team
- Good oral and written communication skills
- Good listening, reading and comprehension skills
- Ability to think outside the square
- Creativity

Company expectations

Interns are expected to:

- Be punctual
- Dress appropriately
- Follow instructions from supervisor

Outcome from internship

Interns will be given the opportunity to experience working in the Accounting Department of a company.

IMPORTANT: The information contained in this Information Sheet is of a general nature. The work done and duties are for guidance only and are likely to vary from company to company.