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NBCRFLI Internship 2026/2027 For Funds Administration

Description

The National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI) offers an Internship Program for the year 2024/2025. This program provides a one-year experiential learning opportunity in Funds Administration at the Braamfontein, Gauteng location. It includes a monthly stipend to support selected candidates.

The NBCRFLI Internship aims to facilitate the professional development of individuals holding a National Diploma or Degree in Accounting or Finance. This program is designed to bridge the gap between academic knowledge and practical experience, offering interns the opportunity to refine their skills within a structured environment.

Responsibilities

Interns will be tasked with the timely processing and calculation of various applications, including Pro Rata's, sick leave, and holiday settlements, as well as cases from arbitrations and employer refunds. They will capture manual applications into the system, allocate them to clerks, print and calculate payouts, and ensure supervisor approval before processing bank transactions. Responsibilities also include attaching requisite documentation, performing quality checks on online applications, resolving discrepancies, and managing queries related to payouts. Additional duties encompass updating foreign bank account details, reissuing rejected payments, processing monthly employer contributions, handling special returns and invoices, and engaging with stakeholder inquiries.

Qualifications

Candidates must possess a National Diploma or Degree in Accounting or Finance. Proficiency in Microsoft Office applications, particularly Word, Excel, Outlook, and PowerPoint, is essential. Strong organizational skills, attention to detail, and excellent communication and interpersonal abilities are required. The capacity to manage multiple tasks, adhere to deadlines, take direction, and work both independently and collaboratively is crucial.

Job Benefits

This internship provides significant professional growth opportunities, offering practical exposure to funds administration in a real-world setting. Interns will gain insights into the operational processes of the NBCRFLI, enhancing their employability and expertise in the field.

How To Apply?

Interested candidates should prepare a comprehensive application highlighting their academic qualifications and relevant skills. Applications must be submitted through the official NBCRFLI recruitment channels. Ensure all necessary documents are included and adhere to any specified application deadlines.

Hiring organization
National Bargaining Council for the Road Freight and Logistics Industry (NBCRFLI)

Employment Type
Intern

Duration of employment
12 months

Industry
Transportation Logistics Supply Chain and Storage Internships

Job Location
Braamfontein, Gauteng, South Africa, 2001, Braamfontein, Gauteng, South Africa

Working Hours
9

Date posted
December 2, 2024

Valid through
31.12.2026