



Global Compact Network South Africa

Job Description

Position Title:	Intern: Admin & Finance
Salary:	R7000 stipend/ month
Location:	Johannesburg
Type of Contract:	12 Months
Reporting To:	Executive Director

1. Purpose:

The Global Compact Network South Africa (GCNSA) is an independent Network of the UN Global Compact, working collectively with companies in South Africa to advance Sustainable Development Goals (SDGs) and the Ten Principles of the UN Global Compact.

The Ten Principles, an ESG Framework are broadly in the areas of Human Rights, Labour, Environmental Protection and Anti-Corruption.

We are looking for a recent graduate interested in gaining workplace experience in the area of corporate sustainability & ESG. You should be an agile and dynamic individual working with a diverse team and must possess a willingness to learn.

2. Our Core Values

2.1 Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.

2.2 Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.

2.3 Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; and does not discriminate against any individual or group.

3. Key Responsibility Areas:

3.1 Administrative

- Maintain a filing system for receipts and invoices
- Receive and redirect calls
- Participate in Team meetings
- Manage and maintain database

3.2 Finance & Credit Control

- Capture and control petty cash expenses
- Receive and file staff claims
- Bookkeeping and Reconciliation of accounts
- Onboard new clients into the accounting system
- Send and follow up on quotes, invoices and payments
- Debt recovery

4. Requirements:

- Qualification in Office Management, Business administration, Finance or related
- No work experience required
- Working knowledge with accounting software; Sage Accounting is advantageous.
- High degree of accuracy and attention to detail

5. Competencies:

- Ability to work independently, as well as in a team environment.
- High levels of professionalism, integrity, and respect for diversity.
- Effective written and verbal communication skills.
- Ability to adapt to and support change.
- Attention to detail and ability to maintain a high level of confidentiality is imperative.
- Proficiency in Microsoft Office Suite applications and ability to learn applications and technology.

SUBMISSION DETAILS

To apply, Email your CV and a brief cover letter to: info@globalcompactsa.org.za

Application Closing date: 06 October 2023