

**Head Office**

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Johannesburg, 2017

**General Information**

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**NPO Registration No: 005 - 110**

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED: 25 May 2025**

**CLOSING DATE: 08 June 2025**

**JOB TITLE: Finance Intern X1 (12 months Contract)**

**REGION: Limpopo Regional Office (Polokwane)**

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Limpopo Office based in Polokwane.

**The objective of the Position**

The purpose of this position is to provide administrative support to the Finance unit.

**Key Performance Indicators**

- Effectively process supplier invoices.
- Responsible for the preparation of supplier reconciliations.
- Assist with the preparation of debtor's invoices.
- Responsible for filing.
- Assist in populating information for internal and external reporting.
- Assist in updating internal tracking schedules.
- Assist in compiling payment requisitions.
- Assist in retrieving information to respond to request for information (Internally/ externally).

### **Qualifications and Experience**

- A Bachelor Degree in Accounting.
- Minimum 0-1 year of relevant working experience.
- Computer literacy (MS Office) – advanced Projects, Excel, PowerPoint, etc.

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Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://www.themvulatrust.org.za) for more information.

### **PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS**

**N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.**

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THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.