



**EASTERN CAPE UMBRELLA
FIRE PROTECTION ASSOCIATION**

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NPC Reg No: 2012/109394/08
NPO Reg No: 190-777 NPO

Finance Internship

The Eastern Cape Umbrella Fire Protection Association (ECUFPA) is an umbrella association in terms of the National Veld and Forest Fire Act to facilitate FPA participation in the management of fire and related risks within the Eastern Cape and is governed by an Executive Committee.

The company is seeking a motivated finance intern who is ready to apply knowledge of financial terms and principles to an authentic real-world experience.

Duties & Responsibilities

- Filing
- Document Management
- Office Tasks
- Any assistance needed.

Experience & Qualifications

- Grade 12/Matric (mandatory)
- Qualification in Office administration/financial bookkeeping (advantageous)
- Computer Literate
- Administrative/Data capturing experience.

Personal Attributes

- Good communication skills
- Teachable, proactive & willing to learn
- Flexible & team player
- Neat & organised
- Ability to work under pressure.

Closing Date: 9 July 2021 at 10:00 am

Planned Starting Date: ASAP

Please forward a covering letter, a CV (max 3 pages) with 3 credible and contactable references to aneliseka@ecufpa.co.za

The appointment will be subject to a compulsory three-month probationary period. The appointment is for one year, with the potential of a year-to-year extension depending on performance and funding. The stipend is set by the Board of Directors of ECUFPA. This company is committed to the principles of Employment Equity. If you have not heard from us within 21 working days after the closing date, please consider your application as unsuccessful. The ECUFPA reserves the right not to make an appointment.