



VACANCY ADVERTISEMENT

Position: Finance Intern

Organization: HIV Survivors and Partners Network

Location: To be based in Johannesburg, South Africa (Hybrid)

Contract Type: Fixed-Term Contract- 6 Months with a 2-month probation period

Monthly Stipend: R6 000 per month

About the Project

HSPN, together with consortium partners, is implementing a multi-provincial paediatric HIV program focused on:

- Paediatric HIV case identification
- Linkage to HIV treatment and retention in care
- HIV treatment literacy
- Community-clinic referral strengthening
- Early adolescent support groups
- Community-led monitoring
- Stakeholder engagement and systems strengthening

Position Summary

We are seeking a motivated, organized, and detail-oriented Finance Intern to support the organization's financial management and operational systems. The Finance Intern will support day-to-day accounting administration, procurement processes, financial reporting, payroll administration, audit preparation, compliance tracking, and organizational financial record management.

This opportunity is ideal for a recent graduate or early-career professional seeking practical experience within the non-profit and public health sector.

Key Responsibilities

Financial Administration

- Capture and maintain financial records and transactions
- Organize and maintain finance files and supporting documentation
- Assist with invoice processing and payment tracking
- Support petty cash reconciliation and expense verification
- Monitor financial documentation for completeness and compliance

Financial Reporting Support

- Assist in the preparation of monthly financial reports and presentation during project review meetings
- Support budget tracking and expenditure monitoring
- Assist with donor financial reporting preparation
- Support financial data capturing and reconciliations
- Prepare supporting schedules and financial summaries

Payroll Support

- Assist with payroll preparation and administrative processes
- Maintain payroll records and timesheets
- Support staff payment tracking and payroll filing
- Assist with leave and attendance administration

Procurement and Operations Support

- Support procurement administration and supplier coordination
- Assist with obtaining quotations and maintaining procurement records
- Track purchase requests, invoices, and supplier documentation
- Maintain asset and inventory records where required

Audit and Compliance Support

- Prepare supporting documents for audits and financial reviews
- Assist in ensuring compliance with organizational finance policies
- Support record keeping for grants and donor-funded projects
- Assist with compliance documentation and finance archiving

General Administrative Support

- Attend finance and operational meetings where required
- Support organizational administrative functions
- Assist with data capturing and document preparation
- Perform additional finance-related duties as assigned

Minimum Requirements

- Diploma or Degree in:
 - Accounting
 - Finance
 - Financial Management
 - Bookkeeping
 - Commerce
 - Or related qualification

Preferred Skills and Competencies

- Basic understanding of accounting principles
- Good administrative and organizational skills
- Attention to detail and accuracy
- Ability to handle confidential information professionally
- Good written and verbal communication skills
- Computer literacy, particularly in Microsoft Excel and Word
- Ability to work independently and within a team
- Willingness to learn and grow within the NPO sector

Added Advantages

- Previous internship or volunteer experience in administration or finance
- Experience using accounting systems/software
- Understanding of NPO or donor-funded environments

Application Requirements

Interested candidates should submit:

- CV (not more than 3 pages)
- Certified qualifications (not more than 3 months)
- Certified copy of ID (not more than 3 months)
- Motivational letter

Applications should be sent to: operations@hivspn.org

Closing Date: 05 June. Only shortlisted candidates will be contacted.

HSPN reserves the right not to appoint.

Preference may be given to candidates who can provide a valid police clearance or demonstrate suitability to work with children and vulnerable populations.