



Cooperative Education Unit



An opportunity exists for a student to do Work Integrated Learning (WIL)

**INTERNSHIP OPPORTUNITY- Windhoek
Agro-Marketing & Trade Agency (AMTA)**

Position: Accounting Clerk Intern

EDUCATIONAL REQUIREMENT

**3rd Year Bachelor of Accounting
(Focus/interest in Financial, Management
Accounting & Computerized Accounting)
(Eligible for WIL)**

GENERAL INTERNSHIP DESCRIPTION

The intern will be responsible for performing accounting clerical work. This entails providing supplier, customer and bank reconciliations; filing of supplier and customer documents as well as providing suppliers/customers statements.

OTHER REQUIREMENTS

The successful candidate should have good communication, teamwork, problem solving, self-management, planning and organising, technology, learning, initiative and enterprise skills, time management.

For enquiries regarding the position, please contact:

Ms Petrina Batholmeus Tel: +264 61 2072515

pbatholmeus@nust.na

ceu@nust.na

Only short-listed candidates will be contacted.

Closing date: **Friday, 29 November 2019, Time 10:00**

Please note: No applications will be accepted after 10:00

Date of assumption of duties: **As soon as possible (3 months)**

Application procedure: Applications in writing, accompanied by an updated Curriculum Vitae, giving full details of work experience (if any), certified copies of identification documents, qualifications, academic records and Grade 12 certificate should be addressed to **Senior Accountant, Agro-Marketing & Trade Agency (AMTA), PO Box 350, Windhoek, Namibia. Please submit your applications at the Cooperative Education Unit at 1-3 Glück Street, Namibia Business Innovation Institute (NBII).**