



NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY

Department: Cooperative  
Education

# Work Integrated Learning (WIL) Internship Opportunity

Organisation: **Stellar and Brilliant Financial  
Solutions**

Positions: Accounting Intern Intern (x1)  
Business Administration Intern (x1)

## Educational Requirements

- 3<sup>rd</sup> Year Bachelor of Business Management, Bachelor of Business Information and Administration, Bachelor of Accounting (Eligible for WIL)
- NUST students only

## General WIL/Internship Description

The successful accounting candidates will be responsible for assisting our accountants in compiling client reports. Responsibilities are as follows: General ledger updates, Creation of financial statements, Tax calculations and submissions, Communication with clientele. Administration intern is responsible for: Answer, screen and forward phone calls, Provide basic and accurate information to various stakeholders. Order front office supplies and keep inventory of stock

## Other Requirements

The successful candidate should have organizational skills, communication skills, and multitasking.

## Other Requirements

Applications in writing (typed cover letter), accompanied by an updated CV, giving full details of work experience (if any), WIL letter, certified copies of academic records and identification documents in a single pdf file should be addressed to: **Stellar and Brilliant Financial Solutions, Windhoek, Namibia. Please submit your applications via email only to: hashipala@nust.na**

**Closing Date:** Thursday, 08 August 2024

**Time:** 13:00

**Assumption of Duties:** As soon as possible

*No applications will be accepted after 13:00 and only short-listed candidates will be contacted.*

## Enquiries:

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