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Road Accident Fund (RAF) Internships 2026/2027 For Invoicing

Description

The Road Accident Fund (RAF) is offering an Invoicing Internship Programme for the 2024/2025 period. This opportunity is designed for unemployed graduates aged between 18 and 23 years. The internship will span eighteen months, during which interns will be placed in the Claims Operations Department located in Johannesburg.

This internship program aims to provide practical experience in financial operations related to road accident claims. Participants will gain hands-on experience in invoicing processes, client information management, and stakeholder engagement. The program is structured to enhance the interns' professional skills and prepare them for future career opportunities in finance and related fields.

Responsibilities

Interns will be responsible for:

- Updating client information to ensure accuracy.
- Creating and dispatching invoices and statements to claimants.
- Providing updates on payout progress.
- Assisting in the execution of unusual occurrence procedures.
- Supporting the drafting and editing of briefs, technical papers, letters, and memos.
- Reporting on emerging risks within the department.
- Following up with stakeholders to provide updates on queries.
- Performing duplicate checks on all invoices prior to issuance.
- Validating expert invoices and details, as well as supplier claims or invoices.

Qualifications

Candidates must possess the following qualifications:

- A Grade 12/Matric certificate.
- A National Diploma or Bachelor's Degree in Finance or a related discipline.

Skills and Competencies:

Applicants should demonstrate:

- Proficiency in written and verbal communication.
- Strong interpersonal skills.
- Attention to detail.
- A strong desire and potential to learn.
- Self-motivation.
- Basic computer literacy.
- Ability to prioritize tasks effectively.
- Teamwork capabilities.
- Emotional intelligence.
- Knowledge of Motor Vehicle Accident Legislation.

Hiring organization

Road Accident Fund (RAF)

Employment Type

Intern

Duration of employment

18 months

Industry

Government Internships

Job Location

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

Working Hours

8

Date posted

December 1, 2024

Valid through

31.12.2026

Job Benefits

This internship provides a unique opportunity to gain valuable experience in financial operations within a governmental context. Interns will develop core skills essential for future employment in finance and related sectors, enhancing their career prospects.

How To Apply?

Interested candidates should ensure they meet the specified qualifications and possess the requisite skills and competencies. Applications should be submitted through the official RAF recruitment channels, accompanied by relevant documentation verifying educational qualifications and other pertinent information.