

Where the World meets Africa



ICC Durban (PTY) Ltd is the managing company for the Inkosi Albert Luthuli ICC Complex, which includes the International Convention Centre Durban (ICC), the ICC Exhibition Centre and the ICC Arena. The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre at the World Travel Awards for 13 years.



AFRICA'S LEADING MEETINGS
AND CONFERENCE CENTRE - AS VOTED
BY THE WORLD TRAVEL AWARDS

POSITION: FINANCE GRADUATE (Internal/External)

The Durban ICC is calling for suitable candidates to apply for the position of Finance Graduate. The purpose of this role is to develop skills and experience in finance reporting and processes over a 1 year programme. The incumbent will rotate progressively around our various Finance functions in order to gain a broad knowledge and understanding of Finance as a whole, including exposure to the MFMA and GRAP Standards.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Matric with Accounting.
- An accounting related degree or diploma .

Experience and knowledge required

- Excellent numeracy skills.
- Must be computer literate and proficient with all Microsoft Office applications.
- Excellent communication and writing skills.
- Ability to demonstrate a sound knowledge and understanding of the various Finance functions.

Attributes.

- Proactive and a team player.
- Disciplined.
- Excellent attention to detail.
- Professional and diligent.
- Ability to function under work and time pressure and be flexible.

KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Assistance with the following functions: Accounts Payable, Accounts Receivable and Invoicing, Fixed Assets and Inventory, Procurement, General accounting, Month-end closing, Taxation, Budgets and Reporting (statutory and internal).

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AFRICA'S LEADING CONVENTION CENTRE

International Convention Centre Durban (Pty) Ltd.

Directors: DM Madlala (Chairperson), SST Ngcobo, A Sewnarain, S Msomi, Z Msimang

ICC DURBAN (PROPRIETARY) LIMITED Reg. No. 1992/015867/07



- Applicants must be able to ensure consistent performance and service delivery, have a positive attitude and be dependable, hard-working individuals who are in good health, able to follow instructions and to communicate in English.

APPLICATIONS

The Durban ICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI). Preference will be given to suitable candidates who will assist the ICC in addressing its current transformational needs. People who are differently abled are encouraged to apply.

Applications must reach the Human Resources Department, Durban ICC, PO Box 155, Durban 4000 or 45 Bram Fischer Rd, Durban 4001 or via e-mail: recruitment@icc.co.za

Closing date for the CV submissions is **31 May 2017**

Applicants who do not meet the minimum requirements will automatically be disqualified from consideration

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful.

Applicants with criminal records will be required to declare such records with the full understanding that certain criminal activities may be considered to be incompatible with employment by the Durban ICC.



Lindiwe Rakharebe
CHIEF EXECUTIVE OFFICER

Date: 17 May 2017