TERMS OF REFERENCE

ATAF Internship Programme

INDIVIDUAL

Corporate Service - Finance

Pretoria, South Africa

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1. BACKGROUND

Founded in 2009 as an association of currently 42 African tax administrations, ATAF strives to provide a platform to improve the performance of tax administration in Africa, driven by the firm conviction that better tax administrations will enhance economic growth, increase accountability of the states to their citizens and mobilise domestic resources more effectively. In the area of tax policy and tax administration,

The ATAF is an African organisation that aims to improve tax systems in Africa through exchanges, knowledge dissemination, capacity development and active contribution to the regional and global tax agenda. It provides a platform for promoting and facilitating cooperation among African Tax Administrations and other relevant and interested stakeholders with the aim of improving the efficacy of their tax policy, legislation and administration.

Since its inception, ATAF has embarked on a series of comprehensive initiatives for its member states and beyond, with the aim to develop a sustainable skill base of tax administrators across the continent and to strengthen approaches, policies and work methods of administrators and tax practitioners on the continent. Consistent improvement in capacity will ensure that African revenue authorities become more efficient and effective in the mobilisation of domestic resources and hence contributing significantly to state-building and promoting transparent and accountable governance.

ATAF work directly focuses on 2 key areas: technical assistance and research which inform its broader representative role. Specifically, ATAF’s outputs include; 1) Technical support and advisory services that include transfer pricing country programme, Exchange of information country programme, and new technical assistance requests that are usually short term; 2) Capacity building training and workshops; 3) Research that include research papers, technical notes and guidelines and convening webinars and conference; 4) African voice on tax matters on a global level that include standard setting meetings and multilateral engagements; and 5) Peer learning and exchange that include mentoring tax officials through the trainer of the trainer.

2. BACKGROUND OF THE ASSIGNMENT

This programme is designed to provide valuable work experience to interns and to support ATAF in achieving its goals. In this process, the intern will gain knowledge of the substantive and operational aspects related to finance.

The objectives of the ATAF’s internship programme are as follows:

1. To provide interns with an opportunity to gain practical work experience in strategy planning and reporting within a multinational organization.
2. To support the organization in developing and implementing its strategy plan and the new decade.
3. To develop the skills and knowledge of interns through training and mentoring.
4. To provide opportunities for interns to network and learn from professionals in their field.
5. To evaluate the performance of interns and provide constructive feedback.
6. To support the organization in achieving its goals by providing additional resources and support

The internship programme will be open to students who have recently graduated.

3. REPORTING

The Intern will report to ATAF’s Finance Manager. He/she will deliver all duties and activities as assigned by the Finance Manager with whom he/she is expected to regularly liaise with to ensure timely submission of deliverables, clarification of roles and quality assurance of outputs.

4. KEY RESPONSIBILITIES

a) Review, collate and save all invoices for processing on the relevant systems.
b) Assist with the review of purchase orders on the ERP system ensuring the correct dimensions are utilised by the relevant divisions.
c) Generate purchase invoices on ERP system.
d) Assist with the preparation of payments.
e) Assist with the preparation of month cash flow forecast.
f) Assist with the monthly vendors reconciliation and associated adjustments.
g) Liaising with divisions on matters arising out of vendors payments and resolves queries relating to purchase orders and other internal processes and procedures.
h) Capturing of payments and receipts on ERP system.
i) Performing monthly bank reconciliation, local and foreign accounts.
j) Preparation of necessary journal entries to reconcile the respective accounts.
k) Support with preparation of annual workplan Budgets
l) Provide administrative support to ensure the smooth running of financing function.
m) Undertake all other reasonable and related tasks associated with this role.

5. KEY PERFORMANCE AREAS

The intern will, within the agreed timeframes, produce the following reports:

a) Accuracy of accounts and compliance with deadlines
b) Compliance with accounting standards and procedures
c) Security and integrity of data  

d) Minimize audit queries.  

e) Management of relationships in business divisions  

6. SKILLS/ ABILITIES  

a) Excellent written and verbal communication skills.  
b) Analytical and problem-solving skills  
c) Attention to detail and high level of accuracy.  
d) Computer literacy  
e) Excellent interpersonal skills  

f) Ability to develop and maintain effective relationships with individuals who have differing perspectives and agendas.  
g) Ability to use own initiative and work unsupervised to solve problems.  
h) Good IT skills – excel processing, and using databases.  

7. QUALIFICATION  

- The applicant shall have a bachelor’s degree in accounting from a recognised institution or any related field.  

DURATION OF THE ASSIGNMENT  

The assignment is for one-year contract.  

To ensure the success of the internship programme, the following arrangements will be made:  

1. The intern will be assigned a supervisor who will provide guidance and support throughout the internship.  
2. Regular check-ins will be scheduled between the intern and their supervisor to discuss progress and any issues.  
3. Training and development activities will be provided to enhance the skills and knowledge of the interns.  
4. Feedback on performance will be provided to each intern at the end of the internship.
We are committed to providing a positive and productive learning experience for all interns. We look forward to receiving applications from enthusiastic and motivated individuals who are eager to contribute to ATAF.

8. REMUNERATION

ATAF will pay a monthly stipend.

9. APPLICATION PROCEDURE

Interested candidates should submit their application online through ATAF and must upload all required documents listed below:

- Brief cover letter (in English) stating interest in and qualifications for the post.
- CV in English.
- Candidates invited for an interview must submit prior to the interview document(s) confirming their education status (e.g., certificates, transcripts, or proof of enrolment)

Closing date: 15 December 2023.

Here is the application link: https://bit.ly/3uB0KU9