

Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC:

POSITION: Finance Intern X 1 (12 months contract) #DFC07082025
LOCATION: Benoni
REPORTING TO: Chief Financial Officer

JOB SUMMARY STATEMENT: The incumbent will be responsible for providing administrative support to the Finance department.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Support the Finance team with general administration and reconciliations.
- Documenting finance procedures and collating information for writing of policies to understand the finance flow within the business unit.
- Attend departmental meetings, take minutes and distribute minutes to inform of team members of matters discussed.
- Conduct finance investigations and document findings.
- Complete general ledger reconciliations
- Analyze data and document findings to improve finance work processes.
- Complete monthly journals
- Work on automating processes through Excel
- Processing of daily and monthly transactions in the accounts receivable, accounts payable and cash book modules.

ACADEMIC QUALIFICATION

- BCom Accounting or BCompt

EXPERIENCE

- Prior work experience preferable but not essential
- Knowledge of journal debit and credits an important requirement.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of finance and accounting principles
- Analysing data to map cost trends
- Microsoft package experience.
- Skill in trouble shooting and problem solving.
- Report writing skills
- Taking minutes skills
- Advanced Excel is recommended

BEHAVIOURAL COMPETENCIES:

- Initiate and take responsibility
- Promote ideas with impact
- Pay attention to detail
- Adhere to principles and values
- Maintaining effective relationships
- Be creative/innovative
- Punctual and deadline driven

CLOSING DATE: 14 AUGUST 2025

Please note we have a DFC recruitment mailbox.
Kindly send your detailed CV to the following email address
recruitment@dfc.co.za



In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

*While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling.
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