



JD: Finance & Administration Intern

ABOUT KELP BLUE

At Kelp Blue, we're developing long-term solutions to help restore marine ecosystems, lock away CO₂, create sustainable products and have a positive impact on communities. We plant giant kelp forests around the globe and, just like our seaweed, we're growing quickly.

ABOUT THE ROLE

As a intern, you will be involved in the day-to-day functioning of finance and admin support activities, to provide assistance and support to the Assistant Accountant / Office Administrator. This will be an opportunity to gain experience and develop skills relevant to Finance and Administration within Kelp Blue. You will be assisting with handling day-to-day finance and admin support.

RESPONSIBILITIES

Day-to-day finance assistance tasks with guidance from Assistant Accountant / Office Administrator with the following specific tasks, will be assigned to you.

- **VAT** audit supporting documentation filing.
- **Import VAT** supporting documentation filing.
- **Petty Cash** day-to-day receipt handling, filing and scanning.
- Reconciliations of Petty Cash (Month-to-Month).
- **Card** specific tracking of invoices/receipts specific to the Card.
- **Tracking invoices** to be provided for submission from different workstreams.
- Preparation of invoices filling and safe keeping for all
- **Fuel reconciliations** – Track issued per receipts/invoicing per vehicle compared to Statements
- **Travel and accommodation** invoice reconciliations.
- **Any other ad-hoc tasks.**

SKILLS & QUALIFICATIONS

- Happy to conduct routine and administrative tasks relevant to work scope
- Detail orientated and meticulous in daily activities
- Experience in the finance and admin tasks will be advantageous
- Grade 12 / Certificate / Diploma in Office Admin / Accounting will be added advantage

ATTRIBUTES

Working at Kelp Blue is about much more than being good at your job. It's about having the right mindset, being comfortable with the uncomfortable, and about always pushing to be the best. So, in addition to the skills we outline above, we want candidates who can demonstrate:

- A "can do, will do" approach;
- Flexible and lateral thinking/problem solving;
- Personal responsibility and self-reliance;
- Grit and determination, a willingness to learn from mistakes.
- Willing to learn.
- A passion for our 4Rs (Return in inspiration, social, environmental and financial capital) and a determination to make a difference, *to leave things a little better than you found them*

WANT TO APPLY?

If you are passionate about growing out business responsibly and you fit the Kelp Blue profile, we would love to hear from you. Please send your CV and a cover letter to newkelpies@kelp.blue with **Finance and Administration Internship** in the subject line. Applications close on 14 March 2025. Women and persons with disability are encouraged to apply