

TMF Group Internships 2024 / 2025

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Deadline: 27 December 2024

Location: Cape Town, South Africa

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TMF Group is accepting applications for Internship programme.

The Company Secretary Learner is primarily responsible for providing support to TMF Legal Team. The Company Secretary learner is expected to assist and take instructions from the Legal Manager, Supervisor and Administrators to assist them with the day-to-day management of the various portfolio entities.

Key responsibilities:

- **Company and Trust Administration:** Manage in-house shelf companies, maintain statutory records, and facilitate company changes (e.g., director or registered office updates). Assist with trust registration and amendment processes.
- **Compliance and Documentation:** Submit required actions to CIPC, monitor compliance, and compile documentation for annual financial statements. Handle on-demand document requests, including printing and scanning.
- **Records Management:** Maintain organized and accurate records (physical and electronic) for companies and trusts. Manage data on systems like View Point and CaseWare Time.
- **Director Disclosures:** Request and maintain records of TMF directors' listed directorships and ensure proper disclosures for all appointed directors.

Key competencies:

- Competence in MS Word, Excel and Outlook.
- Legal/ Business Administration educational background
- Committed to delivering exceptional service and support;
- Organized, logical and thorough in the execution of their function;
- Deadline oriented with the ability to work under pressure;
- Ability to multitask and prioritize effectively;
- Excellent time management, attention to detail and high level of accuracy;
- Excellent communication skills with the ability to build good working relations at all levels;

How to apply

To apply, [visit TME Group careers portal](#).

Note: Late applications will not be considered.

