



<https://jobzfrica.co.za/job/clinix-health-group-internships/>

Clinix Health Group: Payroll (HR / Finance) Internships 2026/27 Apply Here

Description

Clinix Health Group is seeking enthusiastic and motivated individuals to join our dynamic team as Payroll (HR / Finance) Interns. This internship provides an excellent opportunity for students or recent graduates to gain practical experience in the intersection of Human Resources and Finance within the healthcare industry.

Responsibilities

- **Payroll Processing:** Assist in the preparation and processing of payroll for Clinix Health Group employees, ensuring accuracy and compliance with relevant regulations.
- **Data Management:** Maintain and update employee records, ensuring the accuracy of information related to salaries, benefits, and deductions.
- **Compliance:** Support the Payroll team in staying abreast of relevant labor laws, tax regulations, and compliance requirements, ensuring adherence to statutory guidelines.
- **Documentation:** Assist in the preparation and maintenance of payroll-related documentation, including reports, tax filings, and employee records.
- **Collaboration:** Work closely with the HR and Finance teams to ensure seamless communication and coordination in payroll-related matters.
- **Problem Resolution:** Address payroll-related inquiries from employees and resolve any discrepancies or issues promptly.
- **Process Improvement:** Identify opportunities for process enhancement and contribute to the implementation of streamlined payroll procedures.

Qualifications

- Currently pursuing a degree in Human Resources, Finance, Accounting, or a related field.
- Strong analytical and problem-solving skills.
- Attention to detail and accuracy in data entry.
- Knowledge of payroll processing and relevant software is a plus.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information.

Job Benefits

1. **Learning and Development:**
 - Access to training programs, workshops, and resources to enhance professional skills.
 - Mentorship opportunities for career guidance and growth.
2. **Health and Wellness:**
 - Comprehensive health insurance coverage for employees.
 - Wellness programs to promote a healthy work-life balance.
3. **Flexible Work Arrangements:**
 - Options for flexible working hours or remote work, where applicable.
 - Support for maintaining a healthy work-life integration.

Hiring organization

Clinix Health Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Hospitals and Health Care

Job Location

Sandton, Gauteng, South Africa,
2196, Sandton, Gauteng, South Africa

Working Hours

09

Date posted

June 15, 2026

Valid through

14.02.2028

4. **Employee Assistance Program (EAP):**
 - Confidential counseling services and resources to support mental health and well-being.
5. **Financial Well-being:**
 - Competitive stipend or salary for interns.
 - Opportunities for performance-based bonuses.
6. **Networking and Social Events:**
 - Participation in company-sponsored events, team-building activities, and social gatherings.
 - Networking opportunities with professionals in the healthcare industry.
7. **Career Advancement:**
 - Exposure to diverse projects and responsibilities to accelerate professional growth.
 - Potential for consideration for full-time positions based on internship performance.
8. **Inclusive and Collaborative Culture:**
 - Emphasis on diversity and inclusion in all aspects of the workplace.
 - Open communication channels and a collaborative team environment.
9. **Employee Discounts:**
 - Discounts on Clinix Health Group services, where applicable.
10. **Recognition and Appreciation:**
 - Recognition programs to acknowledge outstanding contributions.
 - Regular feedback and performance evaluations.
11. **Community Engagement:**
 - Opportunities to participate in community service initiatives and make a positive impact.
 - **Prepare Your Application:**
 - Update your resume to reflect your educational background, relevant skills, and any previous experience.
 - Draft a cover letter expressing your interest in the Payroll (HR / Finance) Intern position and outlining how your skills align with the responsibilities outlined in the job description.
 - **Submit Your Application:**
 - Email your resume and cover letter to [email address].
 - In the subject line of your email, please write: "Payroll Intern Application – [Your Full Name]."
 - **Application Deadline:**
 - Ensure that your application is submitted by [specify deadline].
 - **Confirmation Email:**
 - You will receive a confirmation email acknowledging the receipt of your application.
 - **Selection Process:**
 - Applications will be reviewed, and shortlisted candidates will be contacted for further steps in the selection process, which may include interviews or assessments.
 - **Interviews:**
 - If selected, you may be invited for an interview to discuss your qualifications, experiences, and aspirations.
 - **Offer of Internship:**
 - Successful candidates will receive an official offer outlining the terms and conditions of the internship.
 - **Onboarding:**
 - Upon acceptance, you will undergo an onboarding process to familiarize yourself with Clinix Health Group's policies,

culture, and team.

Contacts

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