



### Apply here

#### Start date

Flexible within the next three months

#### Duration

6 months

#### Languages

Good spoken and written English levels are required (B2 onwards)

#### Location

##### Reading, England

This increasingly important centre for business and development is a bustling mix of clubs, eateries and shops. It also offers sporting opportunities across the spectrum and has a diverse multicultural and welcoming reputation

#### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

#### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

### Role

This is a fantastic opportunity for a dedicated individual, keen to gain practical accounting experience within this leading supplier of digital business platforms. Mentored throughout, you will provide invaluable assistance with all finance related activities including account management, accounts payable and invoice processing as part of a fast-moving team. For someone looking to start a career in finance this will be a good all-round experience in this exciting, expanding company.

### Tasks

- Reviewing and actioning incoming emails in the accounts payable mailbox
- Filing invoices and supplier contracts electronically, loading invoices into DocuSign for approval and posting onto NetSuite
- Opening new supplier accounts
- Assist with any other accounts payable processing duties as required
- Assisting with supplier payment runs
- Perform other related duties or ad hoc projects as assigned or directed

### Personal Skills

- Good knowledge of Excel
- Ability to work independently with minimal supervision
- A good team player with problem solving skills and able to work with colleagues globally
- Must be organised, efficient and able to meet tight deadlines
- Must have strong attention to detail and able to manage multiple tasks simultaneously
- Excellent written and oral communication, internal and external

#### Good to have but not essential

- Previous accounting experience is a plus
- Knowledge of NetSuite is a bonus

### The Host Company

This highly successful host company specializes in providing digital business platforms to organisations throughout the world. They connect people, content and processes, enabling seamless efficiency, decision making and productivity. This cloud-based product has experienced explosive growth and the company is now doubling their investment to take the business to the next level. There are plenty of opportunities to impress and be part of their success story. ESPA has placed many successful placements with this host.