



## Apply here

### Start date

May 2019

### Duration

6 months

### Languages

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

### Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world-famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

### 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 student to gain practical experience in finance. Mentored through by the Chief Finance Officer, you will assist the team with all finance related activities including Management Accounts, Accounts Payable, Cashiers and Credit Control. This internship will be a great addition to your CV and boost your career prospects.

## Tasks

- Account reconciliation and debt controlling
- Credit Checking new and existing customers
- Collecting of outstanding invoices by phone, e-mail and letter
- Managing customer accounts
- Dealing with and resolving complex customers queries
- Working US Ad Sales team to improve customer's accounts and drive business forward

## Desired Skills

- Degree in Business, Finance or related
- Experience in credit control and purchase order processes
- Excellent time management and strong organisational skills
- Good communication skills and customer service approach
- Strong problem solving, attention to detail and drive to achieve results skills

## The Host Company

One of the global leaders in the media-industry who publish over 200 magazine titles a year, with nearly 500,000 global subscribers through their online platform and 48 million monthly web visitors. Their market leading portfolios are renowned for Technology and Gaming, as well as Music, Film, Photography, Field Sports, Science & Knowledge and the Creative & Design sectors.