



Apply here

Start date

January/February 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

- Preparation of monthly account reconciliation
- Cash allocation procedures and posting transactions into the NetSuite accounting system
- Processing cheques, transfers and electronic payments
- Preparing a Cash summary on a daily basis and ad-hoc analysis when required
- Dealing with and resolving complex banking, cash and other financial related queries
- Working with US Ad Sales team to improve customer's accounts and drive the 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

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