



## Apply here

### Start date

Flexible

### 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 and [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

Are you a confident and conscientious individual with strong numeracy, organisational and literacy skills? Would you like to work and learn within a unique business? If so, then this vacancy could be for you. Mentored throughout, you will assist in the day to day financial running of the company forming strong working relationships with both clients and staff. You will need to exercise a high degree of discretion and confidentiality to safeguard the company's interests, especially when dealing with privileged and sensitive information. This is a great opportunity to develop within a niche industry; so, if you are up for a challenge, apply today!

## Tasks

- Day to day processing and account reconciliations
- Day to day raising and issuing invoices, reminders, credit control
- Inputting purchase invoices
- Assist with the preparation and presentation of management accounts
- Preparation of monthly account reconciliation
- Dealing with and resolving banking, cash and other financial related queries
- Other ad-hoc finance duties when required

## Desired Skills

- A degree in Business Administration, International Business or similar with a finance module
- Strong organisation skills and the ability to work on your own initiative
- Ability to complete work to deadlines ensuring attention to detail
- Strong time management and organizational skills

## The Host Company

ESPA is a young hearted welcoming host, seeking to become the number one provider of quality internship experiences in the UK. With a unique business model, we can offer internships free of charge to students with companies in the UK, ranging from global corporates to start ups and, in a whole array of disciplines. Rapidly expanding, we are now looking to get more quality host companies on board, meaning a need for a top-quality individual to assist the Finance Team. ESPA has hosted many successful internships and with our friendly team and work hard, play hard ethic, you are guaranteed a great experience.