Accounting Assistant Internship (FUTAAC2007)

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
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.

Start date
September

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.

Phone: +44 1225 430641 Email: apply@espauk.com Website: www.espauk.com