



ESPA

Business Admin and Finance Assistant Internship

(ESPBA3009)

Apply here

Start date

February 2022

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 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 provide support across all functions of the business from accommodation, talent and finance, forming strong working relationships with all members of the team. 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

- Data management
- Vacancy administration
- Raising of invoices and supporting the credit control process
- Input of purchase invoices
- Managing day to day incoming customer and intern communications
- Providing coherent support across departments

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
- Excellent time management

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 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 bringing more quality host companies on board and attracting more applicants, which means we need a high calibre individual to support us in 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.