



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 & [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 numerate and analytical student, to gain practical experience in a finance environment. Mentored through, by the Head of Internal Control, you will assist the team with all finance related activities to help ensure that the host has a robust and fully documented, scalable, control framework. Activities include data and financial analysis, management accounts, accounts payable, cashiers and credit control. As well as these, you will be identifying and evaluating areas for efficiency improvements involved in researching and analysing existing work processes. This internship will be a great addition to your CV and boost your career prospects.

Tasks

- Develop a deep understanding of the Company's financial transactions with individual process owners/departments
- Ensure that this understanding is carefully documented,
- Identify process deficiencies, inefficiencies, and control improvements, ensuring that any changes are scalable and designed to support the business on the next phase of its growth
- Work with the business/finance owners to implement identified modifications to processes and controls
- Work closely with Internal Audit to ensure alignment between the two functions and to share respective expertise and business knowledge
- Monitor and support the monthly balance sheet analysis and reconciliation

Desired Skills

- Ability to work within a team
- Strong problem-solving skills and attention to detail
- Microsoft Excel skills at an intermediate level, able to use Pivot Tables and V-Lookups
- Understanding of control processes and documentation
- Good communication and interpersonal skills
- Ability to manage own workload and prioritise tasks when necessary
- Experience using Google Suite and able to use Google Sheets, Docs, Gmail

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 and knowledge and the creative and design sectors.