



Apply here

Start date

ASAP

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 reconciliations
- Cash allocation procedures and posting transactions into the NetSuite accounting system
- Ensure third party publisher statements are in line with financial records and operational systems reflect the latest commercial terms
- Support third party publishers and Marketforce circulation/account managers through query resolution, new publisher onboarding and terms changes
- Dealing with and resolving complex banking, cash and other financial related queries

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 and knowledge and the creative and design sectors.