

Finance Internships

Main duties:

- Database administration
- Credit control administration
- Corresponding with suppliers

General office duties:

- Filing and retrieving information and documents
- Gathering information by telephone, letter or in person
- Photocopying documents
- Dealing with incoming and outgoing post

Person Specifications:

- Ability to accurately record information
- Good organisational and interpersonal skills
- Able to use Microsoft Office and Outlook

Desirable:

- A degree in finance or accounting or currently studying towards one
- Experience in using Sage

What skills/knowledge will I gain/improve?

- General office administrations skills
- Communication skills
- Organisation and prioritisation skills
- Use of databases
- Increased knowledge of how a finance department operates