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**Start date**  
July 2024

**Duration**  
6 months

**Languages**  
Good spoken and written English levels are required (B2 onwards)

**Location**  
London, England

London is the capital and largest city of England and the United Kingdom. One of the world's most visited cities, it is steeped in history and culture. A city where you can eat fine food and experience great times, it has something for everyone.

**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 an exciting opportunity for an individual business or finance student to work with an expanding company, that is in the fast-paced media communications industry. Mentored throughout by the finance manager, this role will have primary responsibilities over the UK and Australia markets (as well as supporting the French and German markets) to assist with the daily and monthly functions of finance and accounting including bank reconciliations, monthly expenses and credit cards, supplier postings and payments. Given early responsibility you will be a confident, enthusiastic person who can adapt quickly to a fast-paced business. Working in a team environment that has many extracurricular activities and celebrates success, you are guaranteed a great experience on both a professional and personal level.

## Tasks

- Bank Reconciliation – reconciliation of the bank accounts daily including cash receipting allocation and payments allocation against a supplier.
- Expenses and Credit Cards - preparation of monthly expense payments and credit card statements; posting into Netsuite accounting system.
- Accounts Payable postings – Assist with supplier postings and help to set up payment runs in the accounting system.
- Assist in preparing reports during month end processing.

## Personal Skills

- Studying a Business/Finance degree.
- Ideally some experience with multi currencies & subsidiaries.
- Proficient in Microsoft Excel.
- Experienced in problem solving.
- Excellent communication skills.
- Excellent attention to detail.

## The Host Company

The host company is the UK and Europe's leading digital office media company providing major office buildings with 'live', on screen information, connecting high flying executives to relevant content and top brand advertising. Their European network is now installed in over 300 commercial office buildings, reaching an audience of more than 900,000 per week. With offices in London, Paris, Frankfurt and Sydney this company, with its young vibe and work hard play hard ethic, is going from strength to strength and has already provided other great ESPA internship experiences.