



6 Month Financial Accounting & Administration Internship

INTFI1008

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

REQUIREMENTS: ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

BENEFITS: ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month.**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: www.espauk.com

The Host Company

We are a 13-year-old Belfast organisation working closely with our European partners in delivering mobility projects in the framework of Erasmus Plus and Lifelong Learning Programmes. Over the last 13 years we have hosted thousands of participants from all over Europe in Belfast, managing all aspects of their mobility and work placement and have also had a PLM outgoing programme which sent unemployed graduates abroad for work experience.

We are well established in the local business community with a deep database of host companies who have worked with us. Our company offers a wide breadth of work placements as well as a high standard of accommodation for the duration of the mobility. Our participants come from Austria, Germany, Spain, Portugal, Italy and other EU countries.

Role

As our accountants intern you will be part of a small, dedicated team managing EU-funded mobility projects. You will be responsible for the management of company accounts including reconciliation, invoice procedures, VAT returns and general accounts recording using our online platform. We are looking for a proactive and communicative personality who feels confident to work in an international busy work environment. An inquisitive approach to data analysis to aid cost management and help drive business improvement will be an advantage.

Duration

6 months and there will be the potential of a full time employed position at the end of the internship for the right candidate.

Location

We are based in the University area of Belfast.

Languages

English – fluent

Additional languages desirable

Start date

November 2015

Tasks

- Recording purchase invoices and reconciling against our online bank accounts
- Generating invoices and liaising with clients to deliver acceptable formats
- Maintaining an asset register
- Submission of quarterly VAT returns to UK HMRC
- Assisting with general administration required for the effective management of projects, including final reports to conclude sales process
- Debt collection; chasing clients to pay in a timely manner
- Analysis of costs to aid better budgeting and improve the financial return on each project

Personal Skills

Essential:

- Finance and Accounting education background
- Good knowledge of Microsoft packages, especially Outlook, Word and Excel
- Proven work experience or activities outside formal education
- Fluent in written and spoken English
- Experience of daily accounting functions in a small business environment
- Accurate with a good eye for detail, numerically competent
- A flexible approach

Desirable:

- Further language skills
- Work experience in an international environment
- Previous use of online accounts package

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/register-with-us>

STEP 2) Please, send an email to madeline@espauk.com with the reference code **INTFl1008** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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