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# Example of Finance Intern Job Description

Our company is looking to fill the role of finance intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance intern

* Preparing financial reports, customer service, invoices·
* Proper data entry in Quickbooks
* Assist in the preparation of the annual budgets, forecasts, and/or long term plans
* Assist in ad hoc projects (MPAA reporting, ) as directed
* Research problems handle queries as assigned utilizing internal systems
* Support staff in preparation of theatrical and television ultimates
* Database and data analysis skills
* Interest in financial analysis / valuation
* Cost and loss analysis to craft improvement action plans
* Support the implementation and administration of L’Oreal financial norms

## Qualifications for finance intern

* Film forecasting and risk analysis from early stages of film production or acquisition
* Work Hard, Play Hard” mentality a must
* 0 -2 years of financial planning and analysis experience in a large growth
* Attention to details, analytical skills
* Computer literacy (MS 2007)
* 20-25 working hours/week till the end of September