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# Example of Finance Intern Job Description

Our innovative and growing 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

* Data entry of client budgets in CBT
* Scan projects for proper filing
* Gain exposure of CBT tool under supervision of Finance Manager
* Assist with client reporting and audit requests
* Review monthly expense details – pull backup as needed and ensure proper coding of expenses
* Process owning department’s service orders (with oversight)
* Fee Reconciliation
* Assist Finance and Management team with monthly invoice process
* Assist Finance team and Project Manager with review on the MTR
* Distribute aged receivables reports to management

## Qualifications for finance intern

* Previous experience supporting Corp FP&A, BU or Sales Finance departments is desirable
* Must have the ability to run reports and develop queries
* Ability to learn new applications in a PC environment
* Strong working knowledge of SAP or equivalent is a plus
* Basic knowledge of accountancy, economics or finance
* Currently studying towards a Finance related degree – penultimate or final yearor equivalent knowledge and experience