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# Example of Finance Internship Job Description

Our company is looking to fill the role of finance internship. 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 internship

* Supporting top-over analysis of half year figures
* Ad hoc tasks, having contact with HR and other departments
* Consulting with Business managers
* Support FM to check/reconcile tax record b/w tax authorities and accounting book
* Support AP accountant to proceed invoices in Pacman system and document filing
* T&L's document checking
* Tax invoice issuance
* Provide supporting document to bank and follow up
* Other duties assigned by FM
* Support the monthly and quarterly reporting and analysis to ensure business owners get timely and accurate insights on their financial performance

## Qualifications for finance internship

* Pursuing a Bachelor’s degree in Business or Finance
* Laurea preferibilmente in Finance, Management e Business
* College student working towards a degree in finance, accounting or related field from an accredited college or university
* Basic knowledge in finance / accounting
* You must have degree in numerical, business or engineering degree - a joint-honour degree with any of these subjects is acceptable
* You must have the legal right to work in the United Kingdom