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# Example of Reporting Intern Job Description

Our company is growing rapidly and is looking to fill the role of reporting 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 reporting intern

* During your 6-12 months internship, you will be dedicated to the R2R Closing and Reporting group and gain experience on the job to put your knowledge into practice in a global closing environment
* You will have the opportunity to work on simplification projects
* You will have the chance to become familiar with multiple tools and processes and practice your technical and language skills in business environment
* Competency at financial statement preparation, to include schedule of investments, statement of operations, net assets, and notes to financial statements
* The preparation of the Annual/Interim Reports for review/completion by more senior members of team
* Understanding of basic accounting functions including debits and credits posting
* Awareness of UCITs/Non UCITs/AIF requirements
* Liaising with clients, auditors and other departments and resolving queries
* Review of the reports to ensure compliance with the Fund’s prospectus or offering memorandum, Central Bank of Ireland, Irish Stock Exchange, National Futures Association requirements and the relevant GAAP (Irish, US, Lux and IFRS)
* Setting up the Annual Report/Interim Report for new Funds

## Qualifications for reporting intern

* A combination of education and relevant marketing experience will be considered
* Prior experience in Cognos Reporting System a plus
* Strong understanding of Java required
* Experience developing Web Applications (HTML5, JSP, JavaScript, CSS2, SASS, LESS, ) required
* Knowledge of Unix and scripting languages required
* Knowledge of Spring preferred