Example of Finance Internship Job Description

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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