



Finance Internship

List of Life Ltd are offering a Finance based work experience opportunity.

PLEASE NOTE: This is a work experience position and therefore is unpaid. We will reimburse monthly travel costs up the value of £200 but please make sure you are in a self-supporting financial position.

This internship will suit someone who is looking for a career in finance/accounting or ledger field, or someone who has relevant experience or training in the sector. This position is full time for a minimum period of 14 weeks.

Only applications that include a CV and a cover letter citing relevant experience and why you are interested in pursuing a career in finance/accounting will be considered.

Who We Are

We are a small independent events company based in Brixton London, Our team is highly motivated with a fun and upbeat office environment. We love working in events and the industry is exciting and fast paced but don't be fooled, this internship is entirely office based.

Job Description

You will be expected to help with general office duties such as answering customer queries and taking payments. The role will vary according to our workload but your primary duties will be focused within the Finance team. Below is the range of duties specific to your internship.

Internship Duties

- Finance/ accounts ledger (book keeping)
- Processing invoices
- Manage income statement (variety different types of income: card, cheque, BACS, PayPal)
- Bank reconciliation
- Assisting with preparation of profit and loss account
- Assisting with expenditure reconciliation system
- Keeping financial data up to date in company's accounting software
- Assisting with budgeting and cash flow forecast control



- Answering customer and business partner's financial queries
- Assisting with payroll by using PAYE tool
- Assisting with petty cash control
- Chasing unpaid invoices
- Assisting with pricing company new products
- Assisting with prepare and submit quarterly VAT returns
- Using company's accounting software to produce financial report
- Some of the management accounting duties upon request.

Person Specification

- Degree or training courses in Finance / Accounting
- Good organisation skills
- Good communication skills
- Ability to deal with customers on the telephone
- Working knowledge of Word, Excel
- Time management skills
- Detail Orientated

Desirable Skills

- Desire to enter into the finance industry
- Understanding of finance / accounting principles

If you are interested in this internship, please send your C.V and covering letter to admin@polestars.net with the title 'Finance Internship'

For more information about List of Life: www.listoflife.com