

ACCOUNTING INTERN

REF. NO. 629

About us

Our company is an exciting, new zero emission chauffeur service, targeted at corporate customers operating on an exclusive invitation only basis. We promote a strong company ethos amongst our staff and customers of a healthy service aiming to reduce carbon emissions within the City of London.

Number of employees

10-15

Tasks

We are currently looking for an conscientious and attentive individual to fill an Accounting Internship, in which successful candidates will work closely with our Accounting Manager, assisting in day-to-day duties and given responsibility over individual task including:

- Familiarisation and use of accounting software
- Helping with set-up of accounts and new accounting systems
- handling petty cash payment
- processing receipt payments and invoices for all cash payments
- Familiarisation with expense policy with potential to liaise with staff to receive and process expenses
- Research on UK tax regime
- Tax accounting
- Provide support to accounting manager
- Input Accounting data analysis and reconciliation
- Above tasks may vary depending on suitability of candidate

Skills needed

Suitable candidates should have experience and/or knowledge in the following areas:

- Accounting interest/passion
- Leadership/Self-starting capabilities
- Collaboration skills
- Creativity and strategic analysis
- Good command of the English language

Skills to be acquired

- Use of account software Xero and possibly other systems
- Knowledge / experience of UK corporate and employee tax regime
- Research skills in relation to broad range of UK accounting matters
- Work in a dynamic team with people from all over the world
- Leadership: Take real responsibility and to gain real professional experience
- Significantly improve your English by living and working in a British business environment

Period

minimum of 8 weeks

Office languages

English

Location

London

Financial support

Unpaid

Office hours

Monday-Friday 9:30 am – 6 pm (flexibility possible if needed)

Contact

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