

Job Description - Finance & Administration Intern

Job Information	
Job Title	Finance & Administration Intern
Department and Team	Finance Department Team
Location	InterHealth, 111 Westminster Bridge Road, London, SE1 7HR
Working Hours	Three days a week 9-5pm

Position in the Organisation	
Accountable to	Finance Manager
Works in conjunction with	Finance Director, Finance manager, Finance Interns, Business Development Manager, Business Development Executive, Travel Supplies Manager and Reception

Overall Purpose of Job

To provide administrative support and creative input to InterHealth's Finance Manager and to the members of the Finance Team.

Summary of main responsibilities

- Undertake various allocated roles and tasks within the finance function
- Generally help in developing and implementing administrative and financial systems at InterHealth
- Provide general administrative support

Key Responsibilities and Tasks

1. Undertaking roles and tasks within the finance function

- Take on specific tasks in relation to the finance work at InterHealth as delegated from time to time.
- Assist in chasing debtors and preparing reports on debt recovery.
- Help with filing of financial records and assisting in archive work.
- Help with data entry routine in to SAGE.

2. Provide general administrative support

- Across the organization be ready to assist in supporting the administrative work.
- Take on special administrative projects from time to time.
- Engage in research in relation to administrative issues at InterHealth.