

**Job Description:**

Our client is seeking a Finance and Admin Intern to join their team. The Finance and Admin Intern will be responsible for assisting the finance and administrative department with daily tasks such as data entry, bookkeeping, and administrative duties. The successful candidate will gain valuable experience in finance and administration in a fast-paced environment.

**Responsibilities:**

- Assist with bookkeeping tasks such as data entry and reconciliations
- Assist with invoice processing and payment preparation
- Support with budget preparation and analysis
- Assist with administrative tasks such as answering phones, filing, and maintaining records
- Provide support in the preparation of financial reports
- Assist with ad hoc tasks as needed

**Requirements:**

- Have a degree in Finance, Accounting, Business Administration, or related field
- Strong attention to detail and accuracy
- Experience in Finance and administration is a must
- Fluent in English and outgoing
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office, particularly Excel and Word
- Ability to prioritize tasks and meet deadlines
- Proactive and eager to learn

**Benefits:**

- Gain valuable experience in finance and administration
- Work in a fast-paced and dynamic environment
- Learn from experienced professionals
- Develop new skills and knowledge
- Potential for future employment opportunities