

Financial internship Job Profile and Description

An intern working in the field of finance helps in the development and implementation of policies and practices for financial management, payroll, budget control, accounting and so on. By getting hands-on experience by working under a finance director or accountant, he/she is able to understand and follow financial trends. He/She can practically apply his/her theoretical knowledge of financial laws, government policies in his/her day to day work at a finance company.

Duties and Responsibilities

- A finance intern usually works under the supervision of the business services division management and must follow the accounting or auditing process
- To collect, understand, process, verify and report accounting related-information to his/her vertical head
- Be given professional analytical and management support work assignments
- Assistance may be required in the preparation of monthly or weekly financial reports
- Develop and utilize spreadsheets, databases and other computer applications
- Manage specialized information, reports, forms dealing with fees, billing, tracking of projects etc
- Enter information into the financial accounting system of the company

Skills and Specifications

- Expertise in numbers and good math skills are very important
- The interns must have knowledge of the basic principles and practices of accounting and financial analysis
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Should have good written and oral communication skills
- Other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment

Education and Qualifications

Finance interns are students of business administration, management or want to become CFAs.