

Position Title:	
Reports To (Title): Finance Manager	Employment Status (Full-Time, Part-Time, Intern): Finance Intern
Department: Finance (820)	US Only - FLSA Status (Exempt/Non-Exempt):
Job Description Date Created/Last Updated: 9 May 2023	Location(s): Oxford, Remote
Supervisory Responsibilities (Y/N): N	Travel Required (insert %, if any): 0%
Job Summary:	
<p>We are looking for a Finance Intern to join our team based in Oxford or Remotely. Within this role you will support the Finance team and be directly responsible for specific UK and Global duties for the Zift Group. The role will have an international remit, interacting closely with our US entities and offices.</p>	
Functional Responsibilities: <i>(list top ten primary duties)</i>	

Responsibilities include but are not limited to:

1. Manage and take on responsibility for a number of daily aspects for the UK and US finance function, including but not limited to. Training will be provided for:
 1. Posting Bank transactions and Bank reconciliations (GBP, EUR, USD).
 2. Revaluation of EUR and USD bank accounts monthly.
 3. Credit card and Equals card transactions monthly.
 4. Ad hoc duties – to provide general assistance to the UK and US finance team as required.
2. Debtors and Credit control:
 1. Weekly Aged Debtor reconciliations.
 2. Sending out friendly reminders to customers.
 3. Chasing customers for payment, liaising with the CSMs & Sales team to help.
 4. Assisting with Debtor queries.
 5. Assisting with sending out Sales invoices.
 6. Assisting with Salesforce opportunities.

Required Qualifications:

1. Part qualified accountancy qualification AAT, ACA, ACCA, CIMA or qualified by experience.
2. Good computer skills with knowledge of Excel, Word and Outlook.
3. Prepared to learn new software packages.

4. Excellent communication skills both written and verbal.
5. Appropriate Visa status and right to work in the UK.

Preferred Qualifications:

1. Some experience in finance and accountancy is ideal but not essential.

Work Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Ability to work on a computer for extended periods of time, sitting, standing, walking, hearing, talking, typing, and working with electronic files.
2. Ability to see information in print or electronically
3. Must be able to attend in person and virtual meetings
4. On-call availability and periodic working outside of normal business hours
5. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

If position is in the UK: This is a Intern position based in the UK with Relayware Ltd, a wholly owned subsidiary of Zift Solutions.

At Zift, we are proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, national origin or ancestry, religion or creed, sex, sexual orientation, gender identity, age, marital status, disability, genetic information, citizenship, veteran status, reprisal or any other legally recognized basis or status protected by federal, state, or local law.

This job description is a summary of primary duties and responsibilities of the role. It is not intended to be a comprehensive or all-inclusive listing of duties and responsibilities. There may be additional duties as required.

