**MD - Finance Administration Intern**

**Placement:** MD - Finance Administration Intern  
**Location:** Nottingham  
**Application Deadline:** 22nd April 2018

**Vacancy Description**

**Start Date:** April - May 2018  
**Duration:** 5-6 months

**The Host Company**

An established and growing UK-based manufacturer and international distributor of medical devices and consumer healthcare products. The company distributes its products through a worldwide network of partners who, in turn, service various sales channels including, but not limited to, pharmacies, health stores, major retail, clinics, hospitals, spas, mail order and direct mail organisations.

Based in Nottingham, a vibrant city with a large student population.

**The Placement**

The host company is looking for a Financial Administrator to join their dynamic team in this growing company. This is a fantastic opportunity for the right person keen to put into practice skills learned in business administration within the financial department.

As a Finance Administrative intern, you will take full ownership of the day-to-day administration within the finance department. You will have a keen eye for detail, be confident with numbers, computer savvy, super organised and have a desire to start a career in finance.

Key aspects of the role are:

- Handle inbound documentation and deal as necessary
- Raise sale invoices
- Written and interpersonal communication to resolve outstanding invoices with customers and suppliers
- To maintain positive relationships with all current, and potential new, suppliers and customers
- Processing payments
- To develop and improve processes and procedures

**The Ideal Student**

- Good communication - written / verbal / presentation / telephone
- Smart and professional appearance
- Studying towards a degree in Finance or interested in Finance
- Good interpersonal skills
- Attention to detail is key to this role
- Ability to use initiative with career aspirations
- Strong Microsoft and Excel skills
- Good organisation skills
- Possess excellent verbal and written communication skills
- Able to work within a team and on own initiative
- The ability to work to deadlines, and adapt a flexible approach to meet the needs of the business
- Professional, credible and highly motivated

Interested candidates please contact to: ispo@emc-dnl.co.uk or register in our website www.ispo.co.uk