TT - German Finance & Translating Intern

Placement Location: Nottingham, UK
Application Deadline: 28/02/2019

Vacancy Description

Start Date: March
Preferred Duration: 5-6 months

The Host Company

The host company is an accountancy and tax consulting firm in Nottingham (the Robin Hood city!) in the middle of England. Their focus is to provide services for UK subsidiaries of German-speaking parent companies. They offer financial accounting, tax return, financial statement and international tax advisory. The firm works with businesses throughout the UK and provide the technical expertise and knowledge that you would expect from the large international firms or London based firms. The background of the senior team is ex-big 4 accountancy firms.

The Placement

The intern will be treated as part of the team, working closely with the partner and will be involved in all areas of the practice. The work that the intern will be involved in is summarised as follows:

Assisting in the preparation of Annual Statutory Accounts and Audit Files
Preparation of Excel spreadsheets for analysing financial data
Assisting in the preparation of UK Income Tax returns
Assisting members of the team in preparing written correspondence in German for all areas of the practice, such as VAT compliance, payroll compliance. This will involve translation of original English into German.
Working with the senior management team to develop and implement a programme of regular digital newsletters in German
The student will also be involved in drafting up correspondence in German, such as engagement letters, cover letters for accounts and tax returns for signature and invoices to clients and also helping non-German speaking staff with understanding German emails and correspondence received.
Translating/developing new content in German for the German language website
Making routine telephone calls in German
General administrative duties that arise in an accountancy firm

The Student

- Native German speaker
- A basic understanding of double entry bookkeeping
- A basic understanding of direct and indirect tax (specific knowledge of the UK system is not necessary).
- Good computer skills, particularly Excel.
- Excellent English skills
- Ability to work independently and take the initiative
- Good team worker
- Willingness to learn
- Studying for a degree in Business Studies/International Business and Taxation
- Good accuracy and attention to detail
- Confident telephone manner

**Contact:** ispo@emc-dnl.co.uk

Students can register on our website [http://www.ispo.co.uk/students/21/my-account-register](http://www.ispo.co.uk/students/21/my-account-register) to receive other internship offers