



Apply here

Start date

June 2022

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world-famous [Roman Baths](#) and [other attractions](#) bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & [festivals](#) throughout the year.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is a fantastic opportunity for a student to gain practical experience in a productive and proactive finance environment of a global leader in the media industry. You will hold a key role in providing a first-class customer service to the business, as well as ensuring the client base are paying invoices in line with terms and agreements. Mentored throughout you will join an established, friendly and hardworking team with significant experience. This internship will be a great addition to your CV and boost your career prospects.

Tasks

- Managing and reporting the aged debt profile of approximately 500 customer accounts.
- Calling, emailing and writing to customers to chase invoices
- Working as part of the team to ensure debtor days are reduced to improve cashflow
- Dealing with and resolving complex customer queries
- Account reconciliation where disputes arise
- Working with UK and US Ad Sales team to improve customer's accounts and drive business forward
- Credit Checking new and existing customers

Desired Skills

- Degree in business or finance
- Versatile communicator with the ability to strike the right tone with customers and the wider business
- Assertive and confident with the ability to extract key information from customers
- Excellent time management and strong organisational skills
- Problem solving with an attention to detail and focus on achieve targets

The Host Company

One of the global leaders in the media-industry who publish over 200 magazine titles a year, with nearly 500,000 global subscribers through their online platform and 48 million monthly web visitors. Their market leading portfolios are renowned for technology and gaming, as well as music, film, photography, field sports, science and knowledge and the creative and design sectors.