

Summer Internship – Finance (12 weeks) Private Equity Backed – Real Estate and Marina Operator

Job Title:	Finance Internship
Responsible to:	Head of Finance
Location:	Office Based: Bursledon, Southampton
Sector:	Marina Operator and Real Estate (private equity backed).
Base Salary/Number of days:	Full time (June - September 22): c£400-500 per week dependent on experience

Overview

We are a private equity backed, national marina operator and commercial landlord seeking summer interns to provide support and gain experience within the finance team, based in Southampton. The individual will be a strong team player, but also demonstrate the ability to complete tasks independently, along with the skills to communicate effectively cross functionally. We are looking for individuals who have a keen desire to succeed within this dynamic and fast paced organisation.

Aside from boosting future employability, this is an opportunity to be a valued member of the team, with ongoing support, whilst gaining insight into our culture and exposure to our senior leaders. As an intern you will be given real responsibilities and have an opportunity to contribute and deliver across a diverse range of areas within a commercial finance team.

If you have an entrepreneurial spirit combined with a passion and energy to succeed, we have an opportunity for you to flourish in an engaging environment.

Personal attributes, skills and experience

Below are examples of the types of work you would undertake/gain experience within:

Management Reporting:

- Support month end and quarterly reporting, including the production of the monthly management accounts and financial statements. Assisting with analysis to allow management to understand what the accounts and financial statements are indicating and why.
- Monitoring the business performance against targets on an ongoing basis. Analysing variances ensuring alignment with budgets and latest outturn projections.

Purchase Ledger Support:

- Processing of supplier invoices and credit notes in line with company authorisation policies and in a detailed and accurate manner. Ensure invoices are posted to the correct department and nominal code, with accurate commentary.
- Ensuring we pay suppliers to agreed terms/within company policy and maintain appropriate controls over company assets. Perform monthly Supplier Statement reconciliations
- Constantly seeking ways in which we can save cost eg procurement of suppliers
- Work to month end processing timetable and ensure all tasks are completed on time.

Sales Ledger Support:

- Dealing with any accounts related customer queries unable to be dealt with at marina level
- Daily banking, payment allocation and updating of cash receipts
- Producing periodic debtor and other KPI reports for discussions with marina teams and manager. Optimisation of aged debtors and working capital
- Involvement in the process across the business for bad debtors

Payroll & HR:

- Gain an understanding of the monthly processes and HR related queries.

Systems & Infrastructure:

- Gain exposure to our accounting system (Xero) and our sales system (Harbour Assist).
- Constantly look for ways to make systems and processes more efficient via automation.
- Ensure the Group's network of systems are working to full functionality, integrated

where possible and progress out of scope projects.

- Maximising data collection ability enabling us to make key business decisions going forward and identify issues on a timely basis. Fulfils compliance requirements in relation to GDPR/other.
- Facilitate consistent operation of systems and processes across the Group through training/other.

Property:

- Involvement in property related tenancy schedules and service charge calculations.

Skills required:

- Commitment to accuracy, excellent attention to detail and administration skills.
- Capable of managing a high-volume workload and adaptable to supporting with a variety of tasks within the team. Manage workload to ease monthly pressure points.
- Demonstrable basic accounting ability – training provided.
- Exceptional communication skills and a team player.
- Energetic, organised and professional demeanour.
- Discrete and confidential demeanour due to accessibility to sensitive information.
- Systems knowledge in relation to Excel is required – to include basic use of spreadsheets and a variety of formulas (eg pivot tables). Macros are not required.
- We use a Xero accounting package – training will be provided in relation to this.
- Ability to work to agreed timescales, sometimes under pressure.
- No boating experience is required, but there is opportunity to experience what goes on at our operational marina sites.

The above is not an exhaustive list of duties and the successful candidate will be expected to perform different tasks as necessitated by their role within an evolving organisation.

Application process

- Please submit a CV and covering letter to Jack Callaghan – Head of Finance jackc@boatfolk.co.uk by 20th May 2022.
- If successful, we will invite you for interview.
- *Note: This internship is office based. A full risk assessment has been carried out in relation to office activities and Covid 19. This has further been developed into a full Business Recovery Plan which considers staff welfare and best practice which will minimise the risk of Covid 19 infection.*