Job Description:

GTW manages various business brands in Education, Recruitment & Business consultancy and training.

We have a variety of ongoing projects within Business development, strategy, consultancy, accounting/bookkeeping and finance and this may be a good opportunity for an intern looking to develop skills in one or more of these areas.

During the internship programme, interns have the opportunity to:

1. Send invoices to clients and reconcile payments on the accounting system
2. Work directly with the bookkeeper and accounts administrators within the business
3. Assist with the research and development of business plans, cash flow forecasts & marketing strategy
4. Measure and monitor the business against KPIs
5. Assist with the creation of investor and franchising presentations
6. Conduct research for UK business grants and awards
7. Meet with potential investors and franchisees
8. Assist with the production of the investors online and e-mail newsletter
9. Assist with the preparation of quarterly accounts, P&L statements and balance sheets (with support from the company accountant)

You will receive full training and support during your internship and you will be provided with continuous feedback from your mentor.
Candidate Requirements:

Qualifications:
Must be a student that is on course to complete an undergraduate or postgraduate degree course.
Experience within Business Management, Strategy, Consultancy, Accounting or Finance is preferred but not essential.

Knowledge, skills and experience:
Must be highly numerate
Must possess strong communication skills
Must have good presentation skills
Must have a keen interest in business development
Must be Good with computers including MS Office and other online software
Must be organised and have excellent time management skills
Must have good research skills
Preferably have gained previous experience within an office/professional environment

Person specification:
We are looking for someone that meets the following criteria:
Must be a good team player and be ready to contribute ideas
Must be a determined and self-motivated individual
Must be able to work on his/her own and show initiative
They must be willing to further develop their written and spoken English during the internship (For most international interns, the internship will be used to improve their English)
Quick learner - there is a lot to learn & a lot of experience to gain during this internship.
Ready for the challenge - no two days will be the same

Type of job: Internship

Job open to: Students and Graduates (as of start date)
Job Starts On: As soon as possible

Job Ends On: Not specified

Compensation: Bus travel only

Required languages: English (Conversational)