

Internship Job Description

JD for CFO Intern:

Assist CareVoice CFO in performing a wide variety of tasks and projects. Work closely with different team members (including leadership team) to coordinate and complete critical internal tasks related to key business objectives.

Key focus areas include:

1. Cash Management

- a. Ensure processes are in place to manage cash collection (receivables balances) and monitor spending vs budget
- b. Timely and accurate P&L and Cashflow projection with necessary expenses adjustments to drive growth and sufficient cashflow until break-even or next fundraising

2. Analysis, Insights & Reporting (FP&A)

- a. Refining financial modelling of monthly updated 12 months rolling P&L and Cashflow for improved visibility and insights
- b. Assist with coordinating and improving monthly budgeting/forecasting processes
- c. Conduct review and analysis on "financial controller" areas including, but not limited to, trial balance (income statement and balance sheet) hygiene, revenue recognition, R&D expense treatment, procurement process

3. Fund Raising

- a. Support CFO as needed for fundraising requirements including preparing presentation materials; setting up advisor contracts; arranging advisor meetings; minute taking; compiling and consolidating research and benchmarks; maintaining investor database

4. Operational Efficiencies

- a. Supporting the CFO to drive process improvement through items like DOA, contracting, tender reviews and as needed; look at new processes to help business efficiencies

5. M&A

- a. Supporting M&A activity as needed

6. HR

- a. Supporting HR activities as needed

Minimum Requirements:

- Interest in working for an exciting tech startup
- Excellent critical thinking and problem-solving skills
- Good written and verbal communication skills in English
- Detail-oriented with strong organizational skills
- Detailed experience working in excel & ppt. (financial modelling and executive level presentations)

Benefits:

- Shadow CFO in accomplishing critical business operations
- Opportunities to attend business meetings and assist in creating pitch decks
- Flexible schedule (does not have to be full time)
- Potential for full time role offer

If interested, please reach out to Luke Jones at the following:

Email: luke.jones@thecarevoice.com

LinkedIn: <https://www.linkedin.com/in/luke-jones-hk/>