Priority Pass - Financial Internship

Company Name: Priority Pass (A.P.) Limited

Company Introduction: We are a subsidiary of Collinson, a global leading international organization specializing in travel and lifestyle clubs' membership.

Employment Type: Internship

Employment Mode: Part Time / Full Time

Work Location: Hong Kong

Employment period: Oct – Dec 2020

Application method: by email to recruit.hk@collinsongroup.com

Deadline: 21 September 2020

Finance interns gain practical experience in the constantly growing field of finance by getting hands-on experience by working under finance director or accountant. They can practically apply their theoretical knowledge of finance in their day to day work.

Duties and Responsibilities:

- Works under the supervision of the finance division and must follow the accounting or analysis processes to collect, understand, process, verify and report accounting related information to his/her vertical head.
- Given professional analytical and management support work assignments, report analysis.
- Review the current process and suggest improvement in it.
- Assistance required in the preparation of monthly or weekly management reports, ad-hoc report analysis.
- Develop and utilize spreadsheets, databases and other computer applications.
- Manage specialized information, reports, forms dealing with fees, billing, tracking of projects etc.

Skills and Specifications:

- Expertise in numbers and good math skills are very important.
- Must have knowledge of the basic principles and practices of accounting and financial analysis.
- Must be able to collect, evaluate and interpret data, in both statistical and narrative form.
- Capable of preparing files and maintaining records and documentation.
- Good written and oral English & Chinese communication skills, other skills required are related to problem solving, entering and verifying data and knowledge of computers.

Education and Qualifications:

- Students or Graduates from University.