

## 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 <a href="mailto:recruit.hk@collinsongroup.com">recruit.hk@collinsongroup.com</a>
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.