

## About Kekst CNC

Kekst CNC is a global strategic communications firm that specializes in protecting and enhancing reputations. From 15 locations around the globe, our team of 250 professionals provides expert communications counsel, informed by judgment, insights and data-led analysis.

We apply our communications expertise across high-stakes corporate, financial, and political matters, helping businesses communicate effectively through periods of disruption, transformation and growth. Kekst CNC is part of the Publicis Groupe.

For more information, visit [www.kekstcnc.com](http://www.kekstcnc.com)

To support our Finance Team in our office in London we are hiring a paid, part-time

## Finance Intern (m/f/d)

### About the Role:

If you are looking for a chance to gain experience in a dynamic finance function supporting a growing and ambitious organisation, then this opportunity is for you.

We are looking for an enthusiastic and self-motivated Finance Intern to join the team. You will be working directly with the Senior Financial Controller, Management Accountant and Revenue Accountant, carrying out a broad range of tasks that will give you both exposure to basic areas of finance as well as acting as a launch pad in your Accounting and Finance career. The role will sit within the UK Finance Team, which is part of a global finance function, supporting our offices across the world.

### Main Responsibilities:

- Assisting with basic client invoicing and collating required backup for cost recharges
- Checking and processing consultant expense claims and ensuring they are in compliance with the applicable policies
- Raising purchase orders
- Support in managing supplier invoices
- Exposure to basic reporting when required, under team supervision
- Liaising and resolving basic queries with our Group Shared Centre when required
- Daily administrative duties

### Requirements:

- Enrolment and early stage AAT studier (or equivalent) or an undergraduate in a Finance related Degree
- Availability to work three full days per week
- Intermediate MS Excel and an ability to learn new system skills
- Great attention to detail/quality control and a high degree of accuracy
- High degree of concentration and ability to meet deadlines
- Enthusiasm to carry out basic or administrative tasks whilst remaining motivated to learn and develop over time.

**What we offer:**

This role provides a unique opportunity to gain valuable experience from working closely with a group of experienced finance professionals that oversee a fast growing part of the global business. Although an entry level role, the right candidate will make the most of working with and learning from a small Finance team that acts as Business Partner for the Consultants.

You will be based at the heart of London at our office in Turnmill.

Kekst CNC offers an inspiring working atmosphere, characterized by the highest level of professionalism in a challenging environment, lots of fun at work and an open corporate culture. The internship is paid and initially a fixed-term contract but with a possibility of extension.

**Please send your application, or any questions related to the role, to the following e-mail address:  
career-emea@kekstcnc.com**

The recruitment process will consist of several steps, such as interviews and numerical tests.

We look forward to your application.

“Kekst CNC is an Equal Opportunity Employer. All qualified applicants will receive considerations for employment without regard to race, colour, age, religion / belief, sex, sexual orientation, gender identity / expression, national origin, disability, marriage and civil partnership status, pregnancy and parental status, or any other characteristic protected under EU, state or local law, where applicable.”