

With the recent shift in banks internal policies regarding taking on students for short-term placements, EUSA has explored other potential areas for growth.

We have found from this research that start ups, financial communications, financial recruitment, financial journalism, small tax and account companies along with the finance departments in variety of industries offer the most opportunities for growth in this area and offer students the opportunity to gain transferable skills they can use for their future careers.

Below are some samples of typical job descriptions in these areas.

Sample job description for financial recruitment

Executive search requires an aptitude for networking and as a result the company is made up of very social and chatty individuals who work and play hard.

There is a diversity of ages and nationalities with a few bi-lingual speakers as well.

Must have a good sense of humor and fun.

We're based in the City of London and offer an exciting opportunity for those who want to learn more about the financial industry, corporate structures and all aspects within Human Resources.

Interns join us as junior researchers – assisting desks in researching and mapping the financial markets and understanding the human movement behind the financial industry.

Responsibilities:

- Assisting senior researchers with client presentations and proposals for new mandates
- Preparing candidate profiles for clients
- Diary management – coordinating candidate interviews etc
- Sourcing names and details of market participants
- Updating the database (both from phone conversations and internet research sites)
- Keeping up to date with market moves and the financial world

Subjects

This position may be especially appropriate for students studying the following subjects:

It is an ideal placement for students who are interested in HR, Finance or those who are unsure. The exposure to the executive search side of the financial industry provides many interns with a clearer view of what they want to achieve once they have completed their studies.

Experience

The intern can expect to gain skills and experience in the following areas:

- Skills you will learn:
- Develop a good understanding of what client companies do, their work culture and their internal structures
- Build and expand your knowledge of financial markets
- Learn about the human resource industry
- Gain greater understanding of selection criteria, techniques and human resource programs (including interviewing skills)
- Networking skills
- Sale and negotiation skills

Sample job description for financial public relations

You will be a crucial part of the account teams, providing research and administrative support to existing client work and for new business. You will play a key role in keeping the agency abreast of industry and media news.

Our company is specialist financial services agency and really passionate about what we do, and how we go about doing it. So we have a strong culture; to be part of our team we want people who will live up to our values. This means that you need to be able to demonstrate the following:

- Be expert - know your stuff, understand the dynamics of the financial services market, who's launching, who's changing. Know your clients, what they like, what they don't. Have a point of view.
- Be responsible - take on the problem and stay committed to finding a solution for your clients. Deliver on your promises. Look after your teammates and your environment. Your colleagues should be able to depend on you.
- Be team spirited - results are better when achieved together. Be collaborative and open to working as a team. Be a team player.
- Be true - to your team and your clients, about what to expect and when. About what you can and can't do. About what you do and don't understand. Treat clients and colleagues with respect.
- Make it happen - roll your sleeves up, have a can-do attitude. Set goals for each piece of work. Meet and beat deadlines. Meet that target every time.
- Be open-minded - accept new challenges. Listen to others point of view. Approach briefs from different POVs. Question the Status Quo.
- Be proud - take pride in the work that you do and the results that we achieve.
- Be brave - champion new ideas and innovative solutions. Always look for a solution even when you reach a dead end. Have the courage to do the right thing even in the face of opposition.
- Be passionate - be motivated and enthusiastic to go that extra mile. Show your clients and colleagues that you really care about what you do. Have a point of view, and then shout about it. Show initiative, do the research, put the effort in, care about the quality of everything you do.

Key attributes

- A knowledge of PR/marketing
- An interest in financial/professional services
- Conversant with current affairs and industry matters. Must be able to research a broad range of issues and have a detailed knowledge of clients businesses, services, practices, and people
- Strong communication and administration skills including good grammar. A 'can do' attitude is essential
- Computer literate, particularly word-processing skills essential
- Good knowledge of social media.

Responsibilities

Account administration:

- Managing and delivering account focused research (coverage, themes, issues, sector trends)
- Handle day to day administration of client accounts inc. schedule team and client meetings and draft action notes following a meeting
- Compiling comprehensive results database of outcomes from client work e.g. press cuttings, seminar attendees, media evaluation etc
- Creating account information and filing systems
- Attending and recording client meetings

Media Relations

- Producing and maintaining distribution lists using Gorkana media database
- Monitoring media for relevant client coverage and spotting opportunities for clients
- Researching and drafting press releases
- Researching content for by-lined articles
- Distributing and selling in simple releases and/or story ideas
- Researching and producing features/conference lists and pitching clients

Event Handling

- Assisting with the administration and co-ordination of client events, including press conferences, seminars, functions, parties etc
- Assisting with the delivery of events including the booking of support services and oversight of their input

New business

- New business research - researching companies, relevant issues, media coverage, parliamentary debate etc to inform new business presentations/proposals
- Monitoring media/RSS feeds/news sites/Google alerts and alerting team to potential client activity
- Contributing to new business pitches/events

Sample job description for tech start up

We help commercialise ideas and have over 100 people working in an innovation centre in the heart of Tech City in London. As such, our culture is one where we do whatever we can to help the many entrepreneurs who come through our building achieve success. The office culture whilst relaxed and vibrant is one where we do whatever it takes to help people. As it is a learning environment – it provides an awesome place for interns looking at the possibility of starting up a business themselves with the opportunity to see what it takes first hand to create a start-up and to speak to successful entrepreneurs about the key ingredients that made them successful.

How many people work in your organization: 7

The specific JD will be tailored depending on what the student is hoping to get out of the internship. We have placed a number of students over the past 5-6 years and the types of roles they have completed are:

- Marketing – traditional or social media marketing of our centre.
- PR – writing of Press Release or blogs on activities in our centre.
- Event Management – planning, organising and promoting events (training, networking or meet famous entrepreneur events) which take place weekly in our centre
- Finance – Assistance with centre books or helping small businesses prepare for seed or second round finance.
- Accounting – Assisting with small business accounting procedures

In addition interns can attend any of our regular small business courses such in areas such as SEO, adwords, online campaigns, social media, etc.

Subjects

This position may be especially appropriate for students studying the following subjects:

Anyone considering going into small business.

Focus areas include innovation, entrepreneurship, or work in field that requires an understanding of small business, particularly in the ICT, Digital Media, Social Media and Gaming industries.

Experience

The intern can expect to gain skills and experience in the following areas:

- In addition to developing specific subjects skills as listed above interns can expect to be exposed to a number of techniques and tools used in managing and growing small businesses. They will also develop:
- Organisational skills
- Interpersonal skills

- Confidence
- Presentation skills
- Writing skills
- Software application skills

Sample job description for start up in finance

As a start-up firm in the finance sector we are challenging the way consumers interact with banks. We have a fantastic team with some very clever, forward thinking individuals. We're at the cusp of a revolution in the financial industry so there's a constant buzz in the office as records get broken each week.

Finance Intern

Opportunity to gain experience within the finance team of a fast growing, successful company at the forefront of changes in alternative finance.

The role is suited for an ambitious and talented individual who wants to develop their analytical skills and gain experience of how a finance team operates and interacts across a dynamic organisation.

Skills required:

- Exceptional academic track record
- Excellent excel skills
- Strong analytical skills and ability to handle large amounts of data
- Focused on attention to detail
- Desire to build a career in finance/train as an accountant
- Interested in Financial Services

Role:

- Supporting the finance team with analysis across different parts of the business (e.g. analysing the profitability or effectiveness of certain activities or campaigns)
- Assisting with the daily finance processes (e.g. bank reconciliations)
- Ad-hoc support on specific finance projects (e.g. process improvements)

Subjects:

This position may be especially appropriate for students studying the following subjects

- Business
- Finance & Accounting
- Economics

Experience:

The intern can expect to gain skills and experience in the following areas:

- Data analysis
- Banking processes
- Financial Accounting
- Financial processes

Sample job description for company finance

Global Job Title: Intern
Location: London
Reporting to: Management Accountant – Live Events

Accountabilities

- Role will be to provide support to the Management Accountant for all adhoc tasks.
- Key project will be to consolidate the prior year, forecast and budget of projects, which will form the basis of management reviews.
- Develop an automated report for YTD comparatives with our underlying reports.
- Day to day finance support across the Live Events business, ensuring that all transactions are correctly recorded and reported.
- Raising invoices for all areas of the Live Events business. This includes tracking licensees to ensure that they provide statements on time and the timely invoicing to venues.
- Reconciling cash receipts from individual events

Scope & Impact

- Oversight of management accounting for nascent Live Events Business; £25m revenue. Live Events is a growing and diverse business, requiring increasing levels of financial scrutiny.
- Live Events is a business with global reach, with a centre of excellence & overall management in the UK. This role will require co-ordination with regional finance teams to ensure that results are reported accurately in each region.
- Knowledge & Skills
 - Excellent excel skills
 - Strong communication skills, able to adapt communication style to a wide range of business users, including non financial people
 - A good team player with the confidence to develop good relationships with a range of people across the business
 - Able to work with high level of autonomy

Sample job description for financial journalism

We are a leading provider of online data, analysis and advisory services on key financial and industry sectors. We provide integrated information services covering risk assessments, forecasts, industry analysis, market intelligence, news and comment.

Our company helps over 1,500 financial services institutions and their partner companies around the world to benefit from better, more timely decisions and

improve their competitive edge.

We do this by providing:

- High quality data including proprietary, specialized industry data, survey-based research, social media monitoring and macro-economic data and forecasts
- Expert analysis from experienced economists and analysts, who use robust proprietary models, indices and forecasts
- Powerful proprietary visualization and workflow technologies developed over years of extensive investment.

The job would involve working on our monthly publications and daily website focused on international private banking and wealth management. As an intern you would assist with writing and posting daily news stories, maintenance of the website (data tagging), updating our social media accounts, creating and sending out newswires, doing ad hoc research and also writing longer feature pieces once your industry knowledge was up-to-speed.

You may also be required to do transcribing of interviews, both yours and others.

You would also get the opportunity to attend and report on industry briefings, press events and launches for some of the world's top financial institutions.

Sample tax and accounting job description

We deal with individual, partnership, corporate, trusts and estate tax compliance and advisory for anyone subjected to the US tax system, wherever they may be in the world. We also prepare UK tax returns, along with LDF (Liechtenstein Disclosure Facility) and UK Swiss (Rubik) disclosures. With more than 26 years experience, we have offices in London, Zurich, Geneva and Tel Aviv, bringing expertise from KPMG, Ernst & Young, Arthur Andersen, PwC and Deloitte across a wide range of sectors. Whether an expat living outside the US, an American investing offshore, or whether you are investing in the United States our specialist team of cross border advisors can offer you tax advice, guidance, planning and compliance (tax return preparation) services.

The international aspects of the US tax system are extremely complex; not only are the statutes and regulations alien to US-based firms, but the additional informational returns relating to almost all aspects of an expat's international lifestyle are complicated and carry stiff penalties if not filed correctly.

We are unique in that we are an integrated firm of tax lawyers and accountants.

In terms of the profile we want a candidate who is IT literate and proficient in Excel.

The job description would be as follows:



LONDON FINANCE & BUSINESS PLACEMENTS

JUNE 2014

This role will involve:

Assisting in the management of our extensive client database and in the migration of records to a new system. The intern will collaborate closely with senior members of our staff and will be involved with the following projects:

- Quality assurance of existing contact database
- Business analysis of existing contacts
- Market research leading to new lead generation
- General assistance with customer outreach activities and marketing strategies
- Assisting in some tax preparation work including the preparation of work papers and client tax files