Londonist DMC is a student accommodation agency with over 30 different locations across London, providing both short-term and long-term accommodation options. Each of our accommodations offer stylish and comfortable en-suite rooms, studios, and apartment rooms, and access to outstanding facilities, such as gyms, cinemas, social and study spaces, and 24/7 on-site security and maintenance teams.

We are seeking a motivated and detail oriented Finance Intern to join our team for a **2-month internship**, focusing on Account receivables. This internship provides an excellent opportunity for students or recent graduates to gain hands-on experience in financial operations within the student accommodation sector.

Responsibilities:

- Assist in managing the AR process, ensuring timely and efficient recovery of outstanding payments from residents.

- Communicate with residents regarding overdue accounts via phone and email.

- Maintain and update accurate records of AR activities and follow-ups in our system.

- Support the Finance team in reconciling accounts and preparing reports related to AR.

- Collaborate with the Customer Service and Property Management teams to resolve payment issues and address resident inquiries.

- Participate in the development and implementation of strategies to improve AR efficiency and reduce delinquency rates.

- Assist in preparing and analysing monthly AR reports for management review.

- Contribute to ad-hoc financial projects and tasks as needed.

- Be available to **work on weekends** and during evening shifts as required to meet the Finance Department`s needs.

Qualifications:

- Currently pursuing or recently completed a degree in Finance, Accounting, Business Administration, or a related field.

- Strong attention to detail and organizational skills.

- Excellent communication and interpersonal skills.

- Proficiency in Microsoft Office, particularly Excel.

- Ability to work independently and as part of a team.

- Basic understanding of financial principles and collections processes is preferred.

- Prior experience or coursework in finance or accounting is a plus.

- Flexible to work weekends and evening shifts

- Must have a valid work permit in the UK (full time)

What We Offer:

- Hands-on experience in a dynamic and growing industry.

- Mentorship and guidance from experienced finance professionals.

- Opportunities to develop practical skills and enhance your resume.

- A supportive and collaborative work environment.

- Potential for future career opportunities within the company.

Check our LinkedIn Page:

(6) Londonist DMC - Student Accommodation Agency: Overview | LinkedIn

Check our Youtube channel (youtube.com): Londonist DMC - YouTube

Join us at Londonist and help shape the future of student accommodation while gaining valuable Finance and industry experience!

Londonist DMC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.