



## Apply here

### Start date

Within 3 months

### Duration

6 Months

### Languages

German native

Good spoken and written English levels are required (B2 onwards)

### Location

#### Nottingham, England

Nottingham is a city in central England's Midlands region. It's known for its role in the Robin Hood legend and for the hilltop Nottingham Castle Museum and Art Gallery, rebuilt many times since the medieval era. In the Lace Market area, once the centre of the world's lace industry, the Galleries of Justice Museum has crime-related exhibits. Wollaton Hall is an ornate Elizabethan mansion with gardens and a deer park.

### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

## Role

This is a great opportunity for a business candidate who wants to gain experience in accounting and taxation. Mentored throughout, you will be the main point of contact of the staff to solve all queries regarding accounting and tax issues. The selected candidate will be involved in the company's challenges which would make grow both personal and professionally.

## Tasks

- Accountancy, bookkeeping, auditing and invoicing
- Analysing and reporting financial data
- Assisting in the preparation and submission of Tax forms
- Dealing with and resolving complex German staff queries
- Collaborating with the management team to develop communication strategies such as digital newsletters or individual correspondence
- Assisting with translations from English into German (newsletters, website, etc.)
- Any administrative tasks that could be required

## Desired Skills

- Studies in business with an interest in accounting and taxation
- IT literacy, particularly Excel.
- Ability to work independently and take the initiative
- Good team worker
- Willingness to learn
- Good accuracy and attention to detail

## The Host Company

The host company is an accountancy and tax consulting firm in Nottingham (the Robin Hood city!) in the middle of England. Their focus is to provide services for UK subsidiaries of German-speaking parent companies. They offer financial accounting, tax return, financial statement and international tax advisory. The firm works with businesses throughout the UK and provide the technical expertise and knowledge that you would expect from the large international firms or London based firms. The background of the senior team is ex-big 4 accountancy firms.