



Expand Your  
Career

## **Internship – Finance Intern**

For this internship, you will be working in Hong Kong or Shanghai for a global law firm in an increasingly complex and interconnected marketplace.

### **About the Company:**

The company is the world's largest law firm, offering clients more services in more locations than any other legal services provider. The company offers you an unmatched presence across the globe with experienced lawyers in more than 145 locations serving 60+ countries.

### **Job Description:**

This role supports the regional finance team on ad hoc projects and with the smooth running of the department. The role holder provides financial data to management by maintaining and reconciling accounts, preparing reports for the office, including responsibility for the following:

- Assisting with day to day finance issues
- General Journal entry in both systems
- Raising cheques and filing
- Coordinating with secretaries to make billing and collections process smooth, accurate and efficient
- Cash flow control - monitoring accounts payable and cash balances of office banks
- Other duties and mini-projects as assigned

### **Required Experience, Skills and Attributes:**

#### **Skills Requirements**

- Strong problem solving and analytical skills
- Must be well organized and be able to multi-task
- Ability to work well with individuals at all levels
- Able to work independently and learn new tasks quickly
- Excellent communication skills
- Honesty and integrity
- Accounting software experience helpful

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### Education and Qualifications

- Undergraduate degree in a financial discipline helpful
- Ability to quickly adapt to new financial systems
- PC literate with a good working knowledge of MS Office, e.g. Word, Excel, PowerPoint and Outlook.
- Fluency in English

### **To Apply:**

Check our website [www.route2china.ch](http://www.route2china.ch) and send your Resume to [min.wang@route2china.ch](mailto:min.wang@route2china.ch)

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