



The Edinburgh International Festival is looking for a motivated and passionate Finance Intern to join the team. We need you to help us deliver this unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

We believe that being inclusive and diverse across all areas of our work helps us bring the best international festival to Edinburgh. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists and our audiences.

We are committed to equality of opportunity and welcome applications from individuals, regardless of their backgrounds and life experience.

Job Title	Finance Intern (temporary contract)
Reports to	Head of Finance
Works with	Finance Officer, Finance & Payroll Officer, Management Accountant
Job Purpose	Reporting principally to the Head of Finance, you will enable the Edinburgh International Festival to achieve business objectives by assisting with financial transaction processing during the 2022 International Festival.
Contract length	18th July – 16th September 2022 (Contract end date can be flexed to meet University semester start date if required)
Location	Edinburgh

Background – Finance function

Good financial information and efficient execution of financial transactions are vital for the success and reputation of EIF. The finance team is responsible for processing and reporting all financial and management accounting information.

Responsibilities

- Support the Finance Officer with checking and processing purchase invoices, ensure payments and transactions are correctly allocated and responding to supplier enquiries.
- Assist with matching POs to invoices and resolving purchase order queries.
- Support the Finance Officer with setting up new suppliers and verification of bank details.
- Assist the Finance Officer with performing regular supplier payment runs.
- Assist with processing bank transactions and banking of cheques.
- Support the Finance Officer with reviewing employee expenses and credit card returns.
- Assist with reconciliation of balance sheet accounts

General

The post-holder will:

- Be expected to work closely with the Management Accountant, Finance Officer and Finance & Payroll Officer to ensure workload of the team is managed effectively and deadlines are met.
- Be required to carry out other duties as requested by the Head of Finance.
- Build effective relationships with colleagues.

Person Profile

Essential

- Keen to develop skills and knowledge in finance.
- High level of attention to detail.
- Good organisational skills.
- Self-driven and motivated.
- Team player

Desirable

- Experience of working in a finance environment.
- Basic skills in using Excel
- Problem-solving attitude

Terms and Conditions

Working days/hours:	35 hours per week, by agreement within standard office hours of 9.30 to 17.30, Monday to Friday. During the International Festival, it may be necessary to work outside standard hours.
Contract:	Full time temporary contract from 18 July 2022 to 16 September 2022.
Salary:	£18,018 per annum pro rata
Holiday entitlement:	25 days per annum pro rata, 5 fixed public holidays, 5 floating public holidays.
Pension Scheme:	The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.
Inclusion;	<p>We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the D/deaf, disabled, Black, Asian or ethnically diverse candidate in order to diversify our staff team.</p> <p>We are proud to be a Disability Confident Committed Employer and aim to successfully employ and retain disabled people and also those with health conditions. We aim to progress to become a Disability Confident Employer.</p>

As a result of current immigration rules, this role is not eligible under the Skilled Worker Route. Job applicants will be expected to provide evidence of right to work in the United Kingdom or be able to obtain such.