University Students’ Council – Position Description

Position Title: Finance Intern
Supervisor: Senior Manager, Manager, Finance
Remuneration: $16 / per hour
Hours of Work: Max 15 hours per week
Term: May 2020-April 2021 (minimal hours during the summer)

OVERVIEW:

The Finance intern will be responsible for supporting Financial functions at the University Students’ Council of Western University. The Finance intern will be provided with an opportunity to expand their knowledge in budgeting, accounts payable, accounts receivable, payroll, expense reports, club disbursements, and special Finance projects. They will provide critical support in assisting the front desk with coverage where they will help address the needs of guests entering the 340 suite.

DUTIES AND RESPONSIBILITIES:

(1) Budgeting: Assist with the preparation of the annual budget. This includes responding to inquiries and working with the Finance team to prepare the budget for council.

(2) Accounts Payable: Work with the Accounts Payable Coordinator to review invoices, purchase orders and any other requests for money by the USC.

(3) Accounts Receivable: Assist the Accounts Receivable Coordinator in preparing and maintaining accurate records in regards to accounts receivable. This includes processing customer payments and EOD reports from departments of the USC.

(4) Payroll: Collect the necessary information for part time payroll. Updating employee profiles as well as inputting amounts listed on department timesheets into the accounting software to ensure timely payroll.

(5) Expense Reports: Review and analysis of monthly VISA expenses by all cardholders to ensure compliance with USC spending policies.

(6) Club Disbursements: Proper disbursement of cheques for club executives. This includes proper record keeping for the money which is disbursed.

(7) Finance Projects: Working with the Finance team on special projects such as specific financial analysis.

(8) Front Desk Coverage: Promptly respond to visitors entering the main office as well as general incoming calls. Ability to provide administrative assistance such as handing out cheques, filing, and performing data entry tasks.

QUALIFICATIONS:

Qualified candidates for this position must be an undergraduate student of Western University with a passion to learn more about Finance. An Intern can not be a USC Councillor during their term as an Intern. It is paramount that the Intern is able to commit to consistent hours with the Finance Department.
KNOWLEDGE, SKILLS and ABILITIES:
   a) Excellent interpersonal rapport
   b) Excellent communication skills
   c) Knowledge of financial terms and processes
   d) Ability to be self motivated and work independently
   e) Excellent time management skills
   f) Extremely dependable
   g) Proficient technical skills (proficient in Microsoft Word, Excel and accounting software)
   h) Detailed and task oriented

TRAINING:

- The Finance Intern will be required to attend all USC-mandated training sessions for their position, as determined by the Finance Department
- The Finance Intern will be expected to attend a mandatory Health and Safety training session conducted at the beginning of their term.