Paradies Lagardère TRAVEL RETAIL

POSITION DESCRIPTION

POSITION TITLE: Finance Intern
EMPLOYMENT CLASSIFICATION: Non-Exempt

POSITION REPORTS TO:

DEPARTMENT: Finance

POSITION DESCRIPTION SUMMARY:

The Finance Intern will support the Finance team with financial analysis, reporting, budgeting, forecasting, and accounting activities. This internship provides hands-on experience in corporate finance, financial planning and analysis, budgeting, financial reporting, and business decision support. The intern will gain exposure to cross-functional operations while contributing to initiatives that support financial performance, operational efficiency, and strategic decision-making.

DUTIES AND RESPONSIBILITIES:

Financial Analysis & Reporting

- Assist with the preparation of financial reports, dashboards, and performance metrics.
- Analyze financial and operational data to identify trends and business insights.
- Support month-end and quarter-end reporting activities.
- Assist with variance analysis between actual results, budgets, and forecasts.
- Prepare ad hoc financial reports and presentations for leadership teams.

Budgeting & Forecasting

- Support annual budgeting and periodic forecasting processes.
- Assist in gathering and validating financial data from various departments.
- Help maintain budget files, forecasting models, and financial planning tools.
- Participate in financial reviews and business planning meetings.
- Assist in analyzing labor, sales, expense, and profitability trends.

Accounting & Financial Operations
Support account reconciliations and financial record maintenance.

- Assist with invoice processing, expense tracking, and other financial transactions.
- Help ensure compliance with internal controls and company policies.
- Assist with audit preparation and documentation requests.

- Support data protection, privacy, and information security projects.

Business Partnership & Special Projects
Collaborate with Operations, Human Resources, Payroll, and other departments on financial initiatives.

- Assist with process-improvement and automation projects.
- Participate in special projects related to cost management, profitability analysis, and business performance.
- Prepare presentations and summaries for management review.
- Create and update user guides, job aids, process documentation, and training materials.

TYPICAL KNOWLEDGE AND SKILLS:

- Ability to work independently and collaboratively in a hybrid work environment.
- Strong analytical, quantitative, problem-solving, interpersonal, verbal, and written communication skills.
- Advanced proficiency in Microsoft Excel and working knowledge of Word and PowerPoint.
- Ability to analyze financial and operational data and present findings clearly and concisely.
- Working knowledge of budgeting, forecasting, accounting, and financial analysis concepts.
- Demonstrated flexibility and the ability to adapt positively to changing business needs.
- Strong attention to detail, accuracy, organization, and follow-through.
- Ability to manage multiple priorities, protect confidential information, and meet deadlines in a fast-paced environment.
- Ability to manage multiple tasks, prioritize workload, protect confidential information, and complete assignments with accuracy and follow-through.

POSITION QUALIFICATIONS:

- Legal Age: 18 Years
- Rising senior enrolled in an accredited college or university program with a minimum 2.5 GPA.

- Pursuing a degree in Finance, Accounting, Economics, Business Administration, Data Analytics, or a related field.
- Relevant coursework, financial modeling, data analysis, prior internship experience, or involvement in finance-related organizations is a plus.
- Relevant coursework, technical projects, help desk experience, or prior internship experience is a plus.