

UK China Graduate

Work Experience Programme

Twin Group - Marketing and Accounts Assistant Internship

Based: Lewisham **Salary:** £17,000 pro rata depending on length of internship
Start date: March 2008 **Duration:** 50 weeks

Twin is a leading educational travel group specialising in the provision of Language and Skills Tuition, and Group-based Travel Services. An exciting opportunity exists for a Financial Controller to manage a department in a business with strong growth potential.

Responsibilities

Key job objective: to work with Group Marketing and Finance Managers, to support all aspects of Twin Group's growth strategy

Marketing

- Act as immediate contact for all workshop, exhibition and fair organisers – register Twin representatives, forward bulk consignments, provide text for manuals etc.
- Control client database – work with Group Sales Manager and Group Marketing Manager to improve our database marketing through amending and adding to CRM
- Assist sales team in co-ordinating sales trips
- Receive emails into info@twinuk.com, deal with or forward as required
- Give directions to IT Department regarding recipients of email shots
- Co-ordinate promotional campaigns
- Work with Graphic Designer to ensure that sufficient quantities of various materials, frees lists, enrolment forms etc. are available to Sales Team.
- Work with Group Marketing Manager and IT Department to ensure development of database marketing reports in response to management needs. Generate identified weekly marketing reports to assist decision making.
- Receive agent and student feedback questionnaires and work with Group Marketing Manager to create regular digests

Duties will include:

- Overseeing the ledgers, billings, credit control and financial accounting procedures
- Preparing aspects of monthly accounts to Trial Balance stage, for each of the 7 group companies in conjunction with financial accountants
- Ensuring proper internal control is maintained within the business;
- Controlling expenditure against budget;
- Debtor analysis when required
- Daily cash flow planning and monitoring when required

Requirements

- A passion for finance and marketing and a demonstrated interest in a career in these areas, shown through academic studies and/or previous work experience.
- Be studying for or have attained a Bachelors or Masters degree in Business Studies with a finance and marketing focus. Candidates should be studying towards a CIMA / ACCA qualification or equivalent.
- Fluent reading, written and spoken English – TOEFL minimum score of 600, IELTS – 7.
- Good interpersonal skills - including ability to seek advice and guidance where necessary and to work independently and as part of a team. Must be enthusiastic and resilient and prepared to meet deadlines in an environment where there are considerable seasonal pressures.
- Demonstrated ability to take ownership of tasks and project ensuring delivery and overcoming challenges and setbacks.
- Knowledge of Microsoft Word, and PowerPoint and excellent knowledge of Excel and MS Access. Extensive knowledge of Sage Line 50 and Sage Payroll
- Prior work experience is desirable
- The ability to design and implement procedures across an organisation

To apply for these opportunities, please contact the China Scholarship Council

www.csc.edu.cn

You will be required to complete a written application form and provide a copy of your CV in English as well as copies of your academic transcripts and TOEFL/IELTS scores.