

Job Title: Finance Intern	
Managed by: Pathways Manager/Head of Finance	
Department: Accounts	Location: Waddesdon Manor/Windmill Hill
Salary: National Living Wage & subsidised accommodation on site	Contract Type: One-year fixed term from 14 September 2026
Hours: 37.5 hours per week, Monday–Friday	

An overview of what you will be doing

The Finance team supports the full range of activities across the Rothschild Foundation, including its charitable and trading entities. This internship offers a practical introduction to finance within a not-for-profit environment, giving you the opportunity to apply your academic learning in a real-world setting.

You'll gain hands-on experience of how a finance team operates, from transactional processes to supporting analysis, while working closely with colleagues across the organisation. You'll be supported by an experienced team as you build your technical knowledge and confidence.

During the year, you'll rotate through three key areas:

- **Accounts Payable** – working with supplier invoices and payments, and gaining an understanding of the organisation's purchasing across areas such as property, hospitality, and grants
- **Accounts Receivable** – supporting invoicing, customer accounts, intercompany recharges, and credit control processes
- **General Ledger** – assisting with month-end tasks and developing knowledge of core accounting concepts, including accruals, prepayments, fixed assets, depreciation, and reconciliations

By the end of the internship, you'll have a well-rounded understanding of finance processes and how they support a complex organisation.

Who are we looking for?

We're looking for someone who is interested in finance and motivated to develop their skills in a practical, real-world environment. You may be studying (or have studied) accounting, finance, or a related subject, or simply have a strong interest in working with numbers—no prior experience is required.

You should be curious and detail-focused, with an interest in understanding how financial information is recorded, processed, and used. A good level of numeracy and confidence working with data will help you get the most from the role.

You'll be part of a collaborative team, so clear communication and a professional, approachable manner are important when working with colleagues, suppliers, and customers. You should also be proactive and adaptable, willing to ask questions, take initiative, and support different areas of the team as you rotate through the internship.

Accuracy and organisation are key in finance, so you should take pride in your work and understand the importance of attention to detail.

Skills you will gain

As part of the internship, you will be supported in working towards the AAT (Accounting Technician) qualification, helping you build a recognised foundation in accounting principles alongside your day-to-day experience.

By the end of the programme, you will have developed a strong grounding in both the theory and practical application of finance. You'll understand how core finance processes operate within a real organisation and how different areas of finance connect, giving you a solid platform to pursue a wide range of future career opportunities, whether locally, across the UK, or internationally.

Throughout the internship, you will build key professional and technical skills, including:

- **Attention to detail and accuracy** – developing the ability to work confidently with financial data, spot discrepancies, and understand the importance of precision in financial reporting
- **Numerical confidence and analytical thinking** – strengthening your ability to interpret numbers, understand financial information, and see how data informs decision-making
- **Collaboration and teamwork** – working closely with colleagues across the finance function and building effective working relationships
- **Communication skills** – learning how to communicate financial information clearly with both finance and non-finance stakeholders, including suppliers and customers

- **Time management and organisation** – managing your workload across different tasks and deadlines, particularly during busy periods such as month-end
- **Adaptability and problem-solving** – gaining confidence in approaching new challenges, asking questions, and contributing to solutions in a dynamic working environment

This combination of technical knowledge and practical experience will give you the confidence to take the next step in your finance career

Additional opportunities

You will have the opportunity to study towards the AAT (Accounting Technician) qualification, a highly respected and practical route into a career in accounting and finance.

The AAT qualification is structured across three progressive levels, allowing you to build your knowledge step by step:

- **Foundation Certificate in Accounting (Level 2)** – introducing core accounting principles and basic financial processes
- **Advanced Diploma in Accounting (Level 3)** – developing more complex skills, including financial processes, bookkeeping, and ethical practices
- **Professional Diploma in Accounting (Level 4)** – focusing on advanced accounting topics, including financial statements, budgeting, and decision-making

Studying alongside your role gives you the opportunity to apply what you learn in real time, helping to reinforce your understanding and build confidence more quickly.

There are a number of benefits to completing an AAT qualification:

- **Flexibility** – you can study alongside your role, allowing you to balance work, learning, and personal commitments
- **Recognised qualification** – AAT is widely respected by employers, supporting your future employability in a variety of finance roles
- **Clear progression pathway** – AAT provides a strong foundation for further professional study, including qualifications such as ACCA, CIMA, or ICAEW

Alongside this, as part of the Pathways Internship, you will have the opportunity to participate in a three-day Intern Skills Workshop, designed to support your personal and professional development. This workshop will cover a variety of topics aimed at enhancing your skills, broadening your knowledge, and preparing you for future career opportunities.

In addition, you will be able to take part in staff and intern events throughout the year, providing valuable networking opportunities, insight into different roles across the organisation, and a chance to engage with the wider team. You will also have access to a training budget to support your learning and development, allowing you to attend relevant courses, workshops, or conferences.

To ensure you make the most of your internship experience, you will receive full one-to-one mentor support from the Pathways team. Your mentor will guide you through your projects, help you set and achieve personal development goals, and offer advice and encouragement as you explore potential career pathways.

You might be looking for a future career in...

After completing this internship, you will be well-positioned to pursue a range of entry-level roles within finance. With a strong grounding in core finance processes and hands-on experience across multiple areas, you'll have a clear understanding of how a finance function operates and where your interests lie.

The experience gained during the programme, combined with your AAT studies, will open up a variety of potential career pathways. These may include roles such as:

- **Accounts Payable Administrator**
- **Accounts Receivable Administrator**
- **Trainee Accounts Assistant**

You may also choose to continue developing your career within a broader finance function, progressing into roles that involve more responsibility in areas such as financial reporting, management accounts, or credit control.

For those who wish to continue their professional development, this internship also provides a strong foundation to progress onto further accounting qualifications, supporting long-term career growth within the finance profession.

<u>EDI Capture Form</u>	<u>Apply Now</u>	<u>Additional Information</u>
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