

Finance Intern

11 Đoàn Văn Bơ, Phường 12, Quận 4, Thành phố Hồ Chí Minh, Vietnam

Intern

Company Description

Publicis Groupe is the third largest communications group in the world, a leader in marketing, communication, and digital business transformation.

As a platform at the intersection of marketing and digital business transformation, driven through the alchemy of creativity and technology, Publicis Groupe is built on The Power of One. Publicis Groupe offers its clients seamless access to the expertise of its 80,000 talents across four Solution hubs: creative with Publicis Communications (Publicis Worldwide, Saatchi & Saatchi, Leo Burnett, BBH, Marcel, Fallon, MSL, Prodigious), media services with Publicis Media (Starcom, Zenith, Spark Foundry, Blue 449, Performics, Digitas), digital business transformation with Publicis.Sapient and health & wellness communications with Publicis Health. Publicis Groupe's agencies are present in over 100 countries around the world.

Founded in 1926 by Marcel Bleustein-Blanchet, the "father of French advertising", Publicis Groupe is today led by its third CEO in its history, Arthur Sadoun, Chairman & CEO. Maurice Lévy, who led the company for 30 years until June 2017, is today the Chairman of Groupe's Supervisory Board.

Job Description

- Assist with financial modeling
- Work with line manager and finance business partners to help manage accounting, revenue recognition, and reporting for advertising revenue streams
- Ensure timely & accurate capture of transactions in the system of Spectra
- Assist in preparing quotations, commercial contracts, resources allocation proposals and other templates as well as follow-up sign-off. Working directly with media teams and clients is necessary for this task
- Maintain paperwork properly
- Ensure billings are executed in a timely manner including regular updates on job-related AR and following up with media and billing teams
- Prepare documents for the client's appointed compliance auditor
- Assist in developing advertising tools for finance business partners
- Other ad-hoc tasks assigned by the line manager

Qualifications

- Bachelor's degree in Accounting or Finance (strongly preferred)
- Good at English communication skills, both written and verbal
- Proficiency in MS Office, particularly Excel and Word
- Be proactive and Take Initiative in working with line manager and finance business partners
- Ability to meet deadlines and prioritize workload
- Ability to work independently and as part of a team
- Strong communication skills