

<p><b>Finance and HR Intern</b></p>		<p><b>Finance and HR Mission &amp; Job Summary</b></p> <p>GFP’s Finance and HR interns assist the successful day-to-day operations of the Finance and HR department working closely alongside the HR Manager and Financial Accountant.</p> <p>In addition to following GFP’s policies and procedures, principal responsibilities include, but are not limited to:</p> <p><b><u>Job description</u></b></p> <ul style="list-style-type: none"> <li>• Update our internal data bases with new employee information including contact details and employment forms.</li> <li>• Maintains a calm demeanour during stressful and busy periods</li> <li>• Screen CV’s and arranging of interviews or trials in conjunction with the HR Manager</li> <li>• Prepare HR related reports as per when is needed (training budgets etc)</li> <li>• Assist the HR Manager in the training function of the business.</li> <li>• Review and distribute company policies in digital formats or hard copies.</li> <li>• Assisting with research, filing, data entry and recording and maintaining accurate and complete financial company records.</li> <li>• Working with bookkeeping software such as Sage 50 and Procure Wizard.</li> <li>• Handling sensitive or confidential material with honesty and integrity.</li> <li>• Taking on additional tasks or projects to learn more about the accounting and office operations.</li> </ul> <ul style="list-style-type: none"> <li>• Currently studying towards a university degree in business or a closely related field may substitute for a portion of the required experience.</li> <li>• Problem-solver, Team-builder, Concise &amp; clear communicator, Keen sense of urgency, Leadership &amp; coaching skills, Prioritization skills</li> <li>• Ability to learn and adapt to our company’s standards and procedures</li> <li>• Ability to handle sensitive and confidential information.</li> </ul>
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Please send your CV to [conor@gourmetfoodparlour.com](mailto:conor@gourmetfoodparlour.com)