



MICHAEL FAITH CONSULTANTS

BUSINESS & FINANCIAL ANALYST INTERN

JOB DESCRIPTION

ABOUT MFC: Michael Faith Consultants Group, or MFC, is a Singapore-based advisory and consultancy group of firms that specialise in providing a wide repertoire of comprehensive corporate and management consultancy services to individuals as well as corporate organisations ever since our establishment in 1997.

As one of Singapore's trusted professional services firms with a global outreach to clients of such diverse industries, we can offer our interns opportunities for wide exposure, cross-cultural and inter-disciplinary work to give you a head start towards making your mark in the ever-challenging business environment of today and the future.

POSITION: Business & Financial Analyst Intern

DESCRIPTION: MFC seeks a dynamic, self-motivated Intern to assist in analyzing our clients' financial data and translating the analysis into recommendations to improve their businesses. This internship is an excellent opportunity for any student pursuing a career in business management equipped with a multitude of experiences across businesses and functions.

RESPONSIBILITIES:

- Analyze our clients' financial statements and management accounting reports and translate key findings into presentable reporting format
- Engage into project level analysis for certain clients where needed
- Assist in planning and designing business processes and make recommendations for improvement based on the analysis
- Design workflow and process flow charts for business process optimization
- Provide support to the Finance and Accounts department in the preparation of financial statements, management reporting and budget preparation for our clients

REQUIREMENTS:

- Excellent communicator in both verbal and written communication skills
- High computer literacy; must be proficient in all Microsoft Office; knowledge and experience in using accounting or other business software highly desired.
- Self-motivated individual who can both work well in a team as well as independently
- Eye for detail, ability to prioritize and meet deadlines, good organizational skills

HOURS: 9am to 6pm, Mondays to Fridays

LOCATION: CBD Area, walking distance from Raffles Place MRT Station

DURATION: 3 to 6 months commitment

TO APPLY: Please send resume and cover letter to jacqueline@mfc.com.sg