

Summer Intern – HR, Operations & Finance

Join Unifrog as a HR, Operations & Finance Intern this summer and help us to level the destinations playing field for all students.

The role and your key responsibilities

As HR, Operations & Finance Intern, your role will be twofold: you'll help us recruit, develop and retain a happy and effective Unifrog team; and you'll help us to manage the day-to-day cashflow of the company. This role is important for making sure everything runs smoothly at Unifrog. Your key responsibilities will include:

- **HR & Operations**
 - Assist with ad hoc HR and Operations queries from the team.
 - Help to coordinate and administer company benefits (e.g. health schemes, training), and research other ways to improve our employee experience.
 - Assist with maintaining accurate employee data.
 - Investigate how Unifrog can effectively offset its carbon footprint.
 - Help us to review our company handbook.
- **Recruitment**
 - Ensure that all jobs are placed on the relevant job boards and advertised both internally and externally.
 - Assist in scoring candidate applications, organising interviews and onboarding new starters.
 - Help write and review our job descriptions.
 - Analyse the success rates of the different places we use to recruit.
- **Finance**
 - Help manage our finance email inbox, dealing with queries as appropriate.
 - Keep track of overdue invoices and chase schools for payment as needed.

- Support the finance team with other projects as required, e.g. preparing financial reports, completing supplier documents or reconciling bank transactions.

Working together

You'll work alongside our Operations and Finance Assistant, as well as people across the company, including our data, marketing and school-facing teams. You'll be line-managed directly by Unifrog's Operations and Finance Manager.

Essential skills and characteristics

- Confident working independently but happy to ask for support when it's needed.
- Keen attention to detail.
- Strong communication skills: in person, written, over the phone and via video call.
- Personable and able to maintain strong professional relationships.
- Well organised.
- Confident with Microsoft Office (especially Excel).
- An interest in education, careers, and development.
- Proactive attitude and willingness to get stuck in. You need to be excited about going beyond the core responsibilities detailed above to improve what we do and make it a success.

Key details

- Start and end date: flexible based on availability, starting anytime from May and finishing mid-September at the latest.
- £11 per hour, number of hours to be agreed.
- Work remotely or (subject to Government guidelines) in our London office.

Application process

- Deadline: **Monday 10th May 2021**.
- To apply, please [visit our website](#) to answer the questions below:
 - i. 'Why do you want to complete an internship at Unifrog?' (200 words)
 - ii. 'With reference to the role description and the essential skills & characteristics, what makes you an excellent candidate for this internship?' (200 words)

Inclusion and diversity at Unifrog

Within the company we try to foster a culture of innovation, and a happy working environment, both because this is the right thing to do, and because we think this results in the most effective team. To this end we believe in open communication, celebrating successes, supporting each other, not being afraid to be wrong or to fail, and promoting good ideas wherever they come from. We also believe in the power of diversity in all its forms, including in terms of culture, education history, religion, age, socio-economic background, race, gender, sexual orientation, personality, life experiences and disability. We want to encourage applicants from every different background to apply for our roles, and add their perspectives to our team.