JOB DESCRIPTION

Intern – Finance Operations

London Stock Exchange Group (LSEG) | Career Stage: Associate

Organisation	London Stock Exchange Group (LSEG)
Role	Intern – Finance Operations
Career Stage	Associate

Position Summary

The Intern – Finance Operations will support the day-to-day activities of the Finance Services Operations team under the guidance of senior colleagues. The role involves processing financial transactions, maintaining accurate financial records, monitoring account balances, and assisting with periodic reporting and compliance activities. The successful candidate will demonstrate attention to detail, a sound understanding of accounting principles and the ability to work collaboratively to meet operational deadlines.

Key Responsibilities

- Process daily financial transactions in accordance with established accounting procedures, policies and internal controls.
- Process, organise and file correspondence, ensuring that financial records and supporting documentation are accurately maintained.
- Monitor account statuses and balances, identify discrepancies or inconsistencies, and escalate issues where appropriate.
- Assist with monthly, quarterly and year-end financial reporting activities as required.
- Support compliance with applicable reporting standards, regulatory requirements and internal policies.
- Ensure assigned processes are completed accurately, on time and in accordance with agreed service levels and terms.
- Provide support to wider Finance teams during periods of high transaction volumes or when complex issues require resolution, helping the team meet group KPIs and management reporting deadlines.
- Prepare ad hoc reports and respond to information requests from Group and local Finance teams as required.

Preferred Skills and Experience

- An entry-level degree in Finance or a relevant professional qualification from a reputed institute.
- Good understanding of accounting concepts and principles.
- Proficiency in Microsoft Office applications.
- Strong written and verbal communication skills in English.
- A responsible, dependable attitude and the ability to work effectively as part of a team.
- High attention to detail and a strong focus on accuracy.
- Willingness and ability to work in line with UK business hours.
- Good planning and prioritisation skills, with the ability to organise tasks in line with business requirements.

About LSEG

London Stock Exchange Group (LSEG) unlocks the power of markets to create opportunities across the global economy. As a global organisation operating across 70 countries, LSEG is committed to building an inclusive culture

that values diverse backgrounds and perspectives, encourages collaboration and supports innovation and professional development.

LSEG supports the emotional, physical, financial and societal wellbeing of its people through tailored benefits and resources, which may include healthcare, retirement planning, paid volunteering days and consumer discounts. The organisation also provides reasonable accommodations for applicants and employees with disabilities throughout the recruitment and employment process.

Privacy Notice

Applicants are encouraged to read LSEG's privacy notice, which explains how personal information is collected, used, stored and managed, as well as the rights available to individuals and how to contact LSEG regarding personal data. Recruitment agency partners are responsible for ensuring that candidates are made aware of this privacy notice.