

Finance Intern for WEO Corporation Pte Ltd

This internship is a structured workplace learning programme designed to provide students with practical exposure to accounting, finance, and digital finance transformation. The intern will apply academic knowledge in a real business environment while developing technical accounting skills, analytical capabilities, and digital competencies including AI automation, Power Query, RPA, and Business Intelligence (BI).

Roles and Responsibilities:

1. Budgeting & Management Accounting

- Develop and maintain automated budget templates using advanced Excel functions (XLOOKUP, dynamic arrays, Power Query).
- Support automated collection, validation, and consolidation of departmental budget inputs.
- Build logic to convert annual budgets into monthly forecasts with minimal manual intervention.
- Implement data checks and controls mechanisms to reduce errors and enhance accuracy

2. Year-End & Financial Reporting Support

- Support automation of intercompany reconciliation processes (AR/AP and balances).
- Assist in preparing standardized consolidation and reporting templates with built-in validation checks.
- Automate balance sheet schedules and reconciliation workflows where possible.
- Ensure all reporting outputs comply with internal controls, audit trail requirements, and data accuracy standards.

3. Forecasting & Financial Analysis

- Design dynamic forecast models for Q3 and Q4 with linked sales and cost drivers.
- Integrate actual financial data into forecasts using automated data refresh and Power Query workflows.
- Design and perform system-generated variance and trend analysis to support management decision-making.

4. Digital Finance, BI & Automation Exposure

- Assist in automating repetitive finance tasks using Power Query and basic RPA concepts.
- Support the creation of interactive BI dashboards (Power BI or Excel-based).
- Participate in finance process digitalisation and AI-enabled workflow improvements.
- Apply best practices in data governance, documentation, and audit-ready automation.

5. Research & Administrative Support

- Conduct financial data research to support automation and reporting initiatives.
- Collaborate with team members to identify and implement automation opportunities within existing workflows.

Learning Outcomes & Objectives:**1. Accounting & Finance Application**

- Apply accounting and finance theories learned in school to real business scenarios.
- Understand management accounting, budgeting, forecasting, and reporting processes.

2. Digital & Analytical Competencies

- Develop practical skills in Excel automation, Power Query, BI tools, and basic RPA.
- Learn how digital tools enhance accuracy, efficiency, and decision-making in finance.

3. Professional & Workplace Skills

- Develop communication, teamwork, and time-management skills.
- Learn professional ethics, confidentiality, and corporate governance practices.
- Gain exposure to cross-functional collaboration within an organization.

By the end of the internship, the student will be able to:

- Prepare and consolidate budgets and forecasts with minimal supervision.
- Perform basic financial analysis and explain key variances.
- Use Power Query and automation tools to streamline finance processes.
- Create simple financial dashboards or reports for management use.
- Demonstrate professionalism, accountability, and continuous improvement mindset.

Requirements:

- Currently a student pursuing a Degree or Master's in Accountancy, Finance, Business, or Business Analytics.
- Internship must be credit-bearing or school-approved.
- Available for full-time attachment (minimum 3-6 months).
- Basic knowledge of Microsoft Excel, Word, PowerPoint or Google Workspace.
- Interest or exposure to AI automation, Power Query, RPA, or BI tools is advantageous.
- Strong learning attitude, analytical mindset, and willingness to improve processes.