



Internship Field: Finance & Economics

Job ID: UK009

Internship Dynamics

Location: London, UK

Length: 1 position between June to August for 6 weeks

Overview on the Organisation

This Credit Union focuses on encouraging saving over borrowing, offering low-cost loans when necessary.

Individuals who save with this financial cooperative automatically become members, gaining access to a variety of designated savings and budgeting accounts. Withdrawals from savings can be processed within three working days upon request. The accumulated savings constitute a fund held in trust, from which any member can request a loan. Operating without external shareholders and with substantial volunteer support, this organization provides its members with affordable and adaptable loan options.

Duties

Data Analysis Team:

- Maintaining computer and paper-based records (data entry, scanning documentation, etc.)
- Conducting targeted marketing activities through letters, emails, SMS and phone calls
- Reviewing email and SMS communication reports and updating contact lists
- Responding to loan enquiries and member queries
- Assisting with business development functions, working with partner organisations' HR teams to promote Credit Union services, and attending roadshows
- Contacting Dormant Accounts to encourage re-activation
- Assisting with client database statistical analysis and developing a strategy to increase KCPIs
- Assisting with payroll processing and financial transactions
- Assisting with financial record keeping and producing reports for the Board of Directors
- Assisting with reviewing operations, identifying improvement opportunities and implementing solutions
- Assisting with ad hoc projects

Application Deadline

24th January 2025 (Friday)