

2025 Finance Summer Internship

Role	8-week paid Summer Internship	Location	London
Department	Finance	Duration	Monday 23 rd June 2025 – Friday 15 th August 2025

About Arch Insurance International

- Arch Insurance International, part of the Arch Capital Group, is a market-leading insurer located in the UK. We provide a range of property, casualty, and specialty insurance for corporations, professional firms, and financial institutions across the UK, Europe and Internationally, with a significant presence in the Lloyd's and London Underwriting market.
- Arch Insurance recognizes the need to be a digital insurer and as such has shifted focus from traditional technology initiatives to agile driven digital initiatives, leading the commercial & specialty insurance space. Arch offers an entrepreneurial work environment that empowers the individual and encourages constant learning and growth.
- People are at the centre of everything we do at Arch, and we are passionate about investing in the future talent of the insurance industry and providing early career paths where everyone can thrive. Our range of UK early careers programmes include summer internships, commercial insurance apprenticeships and graduate programmes.

Summer Internship Programme

The Finance Summer Internship is an 8-week focused placement, targeted to students entering the penultimate year of their undergraduate or graduate education. This will be an opportunity for the intern to embed themselves into the Finance department within Arch to obtain knowledge and professional skills, whilst gaining a comprehensive understanding of the distinct roles within the team.

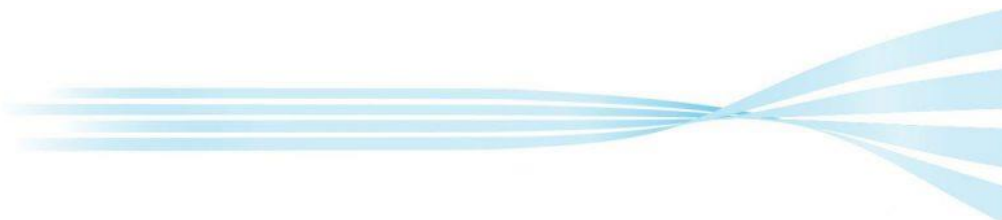
Throughout the 8 weeks you will have the opportunity to:

- Work collaboratively across the various departments within Finance
- Deal with internal and external supplier accounts
- Create measurable goals with the line manager to reflect on during the intern period.
- Networking opportunities both internally and externally
- Work independently on projects

Key Tasks & Responsibilities

Accounts Payable Duties

- Processing of all supplier invoices in the accounts payable module
- Reconcile supplier accounts and resolve differences
- Dealing with all queries relating to suppliers.
- Processing of staff expenses on Concur
- General Ledger (GL) Reconciliations (e.g. Aged payables, Barclay card, Season ticket loan)
- Deal with internal and external supplier account queries via telephone or email and resolve queries promptly



Accounts Receivable Duties

- Work collaboratively across credit control, cash allocation and underwriting teams to validate and collect debt
- Provide commentary and where necessary investigating to allow for issue escalation

Finance Control

- Assist with provide audit listings and reconciliation support to external auditors
- Roll forward and update annual report and accounts

Summer Internship Programme – Skills Developed

Throughout the Summer Internship Programme, you will receive comprehensive training and support, to develop the following skills:

- Knowledge and understanding of the finance processes, within the Insurance Industry.
- Communication & Negotiation Skills – ability to adapt your communication style for a variety of audiences.
- Commercial Thinking – understanding of the insurance market and its customers. Regulatory and Compliance awareness.
- Teamwork – ability to work as part of a team.
- Organizational discipline with ability to work independently using initiative and without guidance.
- Deliver Results – based on defined objectives and timescales.
- Ability to build and maintain both internal and external professional relationships.
- Proficient interpersonal, and written and oral communication skills

Qualifications & Experience

- Expected/achieved minimum 2:1 classification in a Finance/Accounting degree discipline

Arch seeks candidates who have excelled in previous work experience, demonstrated outstanding academic and extracurricular achievement, possess strong analytical, quantitative, and interpersonal skills, and are enthusiastic about the insurance industry.

Key Dates

- **Wednesday 2nd October 2024:** Application window opens
- **Friday 24th January 2025:** Application window closes
- *Successful applicants will be contacted week commencing 27th January 2025 and invited to an online interview*
- **Monday 3rd February – Friday 14th February 2025:** Online interviews
- *Successful candidates will be sent offers week commencing 17th February 2025*
- **Monday 23rd June 2025 – Friday 15th August 2025:** Summer Internship