

**Internship programme for students of Finance and Accounting (first-cycle studies)
at the Faculty of Management, University of Gdańsk**

Place of internship: accounting and tax advisory offices, financial and accounting departments of companies, financial institutions such as banks, insurance companies and investment funds, auditing and consulting companies, public administration bodies responsible for public finances, institutions related to capital markets, such as stock exchanges, brokerage houses or investment fund companies.

Internship hours: in accordance with the applicable study programme, settlement in the fifth semester

Scope of the internship (in no particular order): students should complete internships in the following areas:

- company activities: learning about the formal and legal basis for the functioning of business entities and the specifics of activities in the field of finance and accounting.
- financial processes: familiarisation with the basic and key processes carried out in the accounting, finance, controlling or auditing departments.
- organisation and functioning of the company: acquiring knowledge of the principles of bookkeeping, financial management and the functioning of companies in a market environment.
- financial methods: analysis of methods used to assess financial performance, financial planning, budgeting and risk management.
- financial resource management: developing skills in diagnosing and solving problems related to capital management, financial liquidity and investments.
- internal communication: learning about the system of financial document and report circulation in an organisation and tools supporting effective communication between financial departments.
- financial strategy and social responsibility: analysis of a company's financial strategy, corporate social responsibility activities and their impact on financial results and stakeholder relations.
- accounting and reporting: practical application of accounting principles, preparation of financial statements and analysis of accounting data.
- soft skills: developing competencies in teamwork, negotiation and communication in financial and accounting processes.

As part of their internship, students should have the opportunity to:

- familiarise themselves with the company's business, the formal and legal basis for its operations, as well as its organisational structure and documentation of typical business events (external and internal information and document flow);
- familiarise themselves with elements of the financial and accounting management system, including:
- management of selected fixed and current assets of the entity, long- and short-term financial planning;
- budgeting and management of development (investment) projects;
- familiarise themselves with the practical aspects of constructing, creating and preparing financial statements, as well as familiarise themselves with the principles of conducting economic analyses and preparing financial reports and generating reports and analyses for management accounting purposes;

- familiarise themselves with the practical aspects of using financial reporting and accounting documentation for the purpose of assessing the financial condition of business entities, determining the structure of financing sources and their costs, valuing selected components of business entities' assets, as well as preparing and analysing rankings and ratings, and implementing and evaluating investment projects;
- develop practical skills in the basic principles of accounting, bookkeeping and financial reporting, as well as recognising items in financial statements and understanding the role of accounting in the management of a business entity.

As part of the internship, organisations should enable students to:

- apply theoretical knowledge in the field of finance and accounting in practice, while developing analytical, social, personal, business and technical skills.
- be integrated into the functioning of the selected organisation at various levels, such as the accounting department, finance department, controlling, internal audit, financial data analysis and budgeting.
- become familiar with the specifics of the financial and accounting market, enabling the practical application of knowledge in the real world of business entities and financial institutions.
- developing professional skills and competences through active participation in activities related to the preparation of financial statements, cost analysis, liquidity management and financial planning.
- familiarise themselves with methods of documenting financial processes and methods of assessing the effectiveness of a company's operations, including reporting, ratio analysis and budgeting.
- familiarise themselves with IT systems used in finance and accounting, such as accounting software, data analysis tools, ERP systems and other specialised software, and enable them to use these systems in practice.