



MASTERCARD

Organisational Profile

MasterCard Worldwide -with its MasterCard® and Maestro® brands- is a driving force at the heart of commerce, enabling global transactions and bringing insight into the payments process to make commerce faster, more secure, and more valuable to everyone involved. As a critical link among financial institutions and millions of businesses, cardholders and merchants worldwide, MasterCard provides services in more than 210 countries and territories.

Internship Profile

The scope of the project is supporting the *Incentive Team* with the validation of incentive and customer marketing invoices and managing timely the payment flow in line with the contractual commitments with our customers. Support the *Deal Performance Management Team* with the acceleration of the roll out of the Deal Performance Tracking tool, a tool designed for account teams and finance managers to track the financial impact and performance of their business agreements.

Following key tasks will need to be delivered

1. Invoice management process:
 - a. calculate deal performance and validated invoices to ensure invoice amount reflects contractual commitments
 - b. ensure customer has provided sufficient supporting documentation as per the contractual commitment: e.g. proof of marketing spend, volume and transactions certification, proof of launch or implementation cost
 - c. manage the certificates database
 - d. ensure timely payment of our invoices as per the timeframe of the contractual commitments
2. Deal Performance Tracker:
 - a. build a case by case excel based Deal Performance Tracker taking into account the specifics of each contractual agreement
 - b. deal Summary: translate contractual commitments into a term sheet
 - c. performance Calculation: automate incentive calculations to enable account managers and finance team to easily budget, forecast and accrue the correct amounts
 - d. train account managers and finance managers in the use of the tool

Critical success factors will be:

1. invoice management: Correct calculation and validation of invoice amount and timely payment
2. deal Performance Tracker: accelerated roll out of deal performance tracker tool across the account manager community

Intern Profile

- outstanding verbal and written English skills
- very analytical mind with strong eye for detail
- excellent PC skills with in-depth knowledge of Microsoft Excel
- ability to deliver with agreed timelines by being proactive and stress resistant
- self motivated with good organizational skills and strong interpersonal communication skills
- team player with good sense of humor