



LOOKING FOR AN EXCITING OPPORTUNITY IN AN INTERNATIONAL COMPANY? OUR BRUSSELS OFFICE IS LOOKING FOR INTERNS!

WHAT WE OFFER

A fun and versatile internship in the Global HQ of NetExpat in Brussels is a wonderful opportunity for anyone looking to work in a multicultural and multilingual environment!

GENERAL CONDITIONS

- Hours: Monday-Friday 9:00 – 18:00
- Place: Brussels office
- Beginning: Throughout the year
- Non-paid internship
- A three-party agreement between the education institution, the student and NetExpat must be signed before the internship commences

ACCOUNTING

Responsibilities:

- Involvement in global accounting improvement process
- Follow-up of "Balance agréé"
- Issue orders for office related orders and management of Petty cash Management of Travel expenses and book the same Management of Master card Expenses and book into accounting software
- Check correctness and follow-up of client invoices
- Calculate Exchange differences resulting from use of various currencies around the world
- Classify bank documents and supplier invoices
- Cash flow and cash Management
- Support in preparation of various reports

YOUR PROFILE

- Basic accounting knowledge preferred
- Routine use of Excel
- Organized, independent and detail-oriented
- Committed, driven and self-motivated
- Forward thinker and fast learner
- Good level of English; French or Dutch would be an asset



Ready for an exciting, fast-paced internship with a dynamic company?

Please send your application including CV, cover letter as well as a copy of your university transcripts to Sabine Stadler at ssadler@netexpat.com