

FINANCIAL MANAGEMENT ASSISTANT (INTERNSHIP)



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

A fun 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

- Involvement in global accounting improvement process
- Follow-up of "balance agee"
- Issue office related orders, manage petty cash of travel expenses and mastercard expenses and book into accounting software
- Check accuracy and follow-up on client invoices ou have amazing communication skills, you are self-motivated and super creative
- Calculate exchange rates resulting from use of varioius currencies around the world
- Classify bank documents and supplier invoices
- Cash flow and cash management
- Support 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

CONTACT

Ready for this 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.