

Degroof Petercam is currently looking for an Accounting assistant for a 3-4 months internship.

Job description

Within the accounts payable department, the main tasks would be:

- Reception, sorting, scanning, control and posting of invoices and credit notes
- Reply to queries received by email or post
- Verification of travel expenses
- Classification and archiving of different documents
- Preparation of documents and reports for the department
- Preparation of different documents for the authorities
- Supplier accounts reconciliation
- Creating suppliers and verification of the master data
- Support and participation to different projects”

Profile

- You have strong analytical and numerical skills
- You have (preferably) a master degree in (applied) economics, business engineering or civil engineering with an additional finance degree)
- You are fluent in French, Dutch and English
- You have excellent communication skills, both verbally and in writing
- You enjoy working in a team setting
- You are committed to excellence and willing to maintain high professional standards
- A first professional experience in an analytical function within the financial sector, consultancy or audit is considered as a strong advantage

Offer

- Unpaid internship in In Degroof Petercam’s Brussels offices,
- From February 2021 to May 2021
- An internship agreement delivered by the university is mandatory