

	<b>Job Description Insternship</b>
<b>Job position</b>	Finance Junior Accountant
<b>Department</b>	Finance Department
<b>Related project</b>	Finance support. (SII, audit and Doc. Archiving)
<b>Reporting to</b>	Marisa Chichón & Liu Yuan
<b>Duration</b>	6 months to 12 months
<b>Part Time Yes/No</b>	- YES
<b>Role and Responsibilities</b>	<p>*<u>Account Payables</u>: Supporting Finance team on reconciliations and claims (subcontractors, general expenses suppliers, employees' expenses) Vouchers archiving.</p> <p>*<u>Account Receivables</u>. Supporting Finance team on Printing and Delivery of customers invoices, archiving and reconciliations.</p> <p>*<u>Bank Statement</u>: Supporting Finance team on daily balance control / reconciliations.</p> <p>*<u>Taxes</u>: Supporting Finance team on (VAT, WHT) reconciliation and SII monthly reconciliations.</p> <p>*<u>Audit</u>: Supporting Finance team on Audit 2023 process.</p> <p>*Archiving old documents</p>
<b>Requirements (Education, Language skills, computer skills, etc...)</b>	<p>Education: University Degree in Accounting, Economics, ADE, Finance or similar</p> <p>Language skills: Spanish and Fluent in English, Chinese will be a plus</p> <p>Computer skills: Good Level of Microsoft (Word, Excel, PPT etc), electronic invoicing process and internet tools.</p>
<b>Experience (years and description)</b>	1 year as junior accountant (a must)
<b>Skills (personal skills, behaviors, other)</b>	<p>International working environment</p> <p>Highly organized and details oriented</p> <p>Analytical skills</p> <p>Used to work by projects</p>
<b>TERMS</b>	
<b>Retribution:</b>	
<b>Work place</b>	Avenida de Europa, 16 Alcobendas Madrid
<b>Others (travel required, etc.):</b>	N/A