

**Financial Support Specialist
(Erasmus+ traineeship in finance sector)**

Location: Bratislava, Slovakia

Start: November/flexible 2019

Duration: 5 months minimum

Working language: English

This internship is a part of the Placement Slovakia program. All applying candidates have to be confirmed to receive an Erasmus+ learning agreement by their education institution covering the whole internship period.

Company profile:

This position is in a Slovak branch of a global company present around the world, with its business center in Bratislava being the largest regional business center. We provide centralized, efficient and cost effective financial accounting and transaction services for our geographically diverse clients across the world. The Bratislava Business Center is a key part of transformational business activities with great career opportunities. It is located in a modern office building in a Bratislava city center.

Position description:

Prepare and validate data for account reviews - propose follow up actions to address issues. Analyze and execute follow up on not booked invoices. Prepare and execute technical testing of financial systems (ERPs). Analyze internal processes and propose optimization/harmonization and support implementation of action plan. Prepare and validate data for excel analysis, investigation- propose follow up actions to address issues. Support Month end close activities. x-department cooperation with other teams. Communication with Plants/Branches to speed up the process. Active presentation to manager and director of all actions taken and updates of weekly progress.

Qualifications:

- Higher Education Student/graduate in banking/finance/accounting area
- Fluency in English Language
- Good MS Excel knowledge (incl.pivot, v-look up)
- Willing to develop, learn, Communicative, Collaborative, Team player, Proactive attitude, Flexibility

Knowledge and skills the trainee can learn during the internship:

Trainee will get new knowledge about finance process management, finance analysis. He/She can get training and experience with continuous improvement - 6sigma methodology. Candidate can apply theory from Finance/Accounting/Banking into practice. He/She can face real working and multicultural environment challenges and learn the ways how to address them.

Benefits:

- Free accommodation provided,
- Lunch allowance
- Possibility to get a Full- time employment offer after the traineeship
- Various courses, company gym access
- Standard support by our team. For more information check our website www.placementslovakia.com

Interested candidates please apply by submitting [an online application form](#) at www.placementslovakia.com

Looking for something different? Check more vacancies at www.placementslovakia.com

We look forward to hearing from you!