



## ACCOUNTING INTERNSHIP

REF. No. 1094

### About us

The company was founded in 1970 by a Dutch ambassador with the aim of helping Dutch companies establish themselves in Spain. They assisted more than 2000 companies in developing their international activities in Spain and other destinations.

The company provides the knowledge, analysis, and vision of the Spanish market that allows companies to conceive, design, and evaluate their business objectives in Spain.

From the first day each student is paired with a mentor that will help him or her through the period of transition between University and professional world.

By receiving continuous feedback from their mentors, students follow a personalized professional development plan in order to achieve the knowledge of all functions assigned and also competences within the specific area of work.

### Tasks

- Keep accounts of the company's invoices: shopping bills, selling bills, clients and providers balances
- Data loading on Navision (ERP for accounting activities) and Excel
- Figure out V.A.T. change because of the annual rise in Navision
- Working with different models like IVA or IRPF formulary
- Preparing clients Intrastate financial document
- Payroll accounting
- Main administrative tasks according to the position
- Support administrative task to other departments when required

### Skills needed

- The candidate must be Native German speaker also must have medium level of Spanish. The company is looking for someone who has a special interest in the Accounting. The Intern will be coached in all of the tasks that the company demanded and will have periodic evaluations.
- The company is looking for an intern who is willing to join a young and dynamic team.
- Minimum Studies: Accounting, business studies, administration and business management, etc.
- High knowledge of Microsoft Office

# PRAKTIKUM IN LONDON



- Learning agreement from your University

## Duration of the internship

Min. 6 months

## Office languages

English

## Location

Barcelona

## Financial support

500€