

JOB DESCRIPTION

Position Title:	Accounting Internship	Division:	Company
		Region:	Piedmont
Department:	Accounting	Country:	Italy
Location:	Borgosesia (VC)		

Responsibilities:

The resource will support the Accounting Team in all the activities related to the function. In particular, the resource will be involved in the following activities:

- Increase personal knowledge of Accounting principles;
- Management of corporate Accounting information tools in order to support all the activities related to the function;
- Support the management of the suppliers' registry, particularly for the new suppliers;
- Support the control of monthly closing reporting periods;
- Management, together with the team, of the administrative activities related to the passive cycle;
- Support the management of the digital processes related to corporate accounting activities;
- Support the team in the digital archiving of corporate contracts.

Skills and abilities required:

- Master Degree in Economics, Accounting or similar;
- IT abilities and good knowledge of Microsoft Office (in particular, Excel and PowerPoint);
- Previous knowledge of SAP/ERP is considered a plus;
- Fluent English, both spoken and written;
- Problem solving, precision, attention to the details, team working attitude and flexibility.