

ACCOUNTING/ AUDIT ASSISTANT INTERNSHIP

Salary: 150 Euro/Month

COMPANY DESCRIPTION

ML Components GmbH is an international distributor of electronic components, based in Mainz, Germany. BD Electronics Ltd. is the subsidiary, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

RESPONSIBILITIES

- Preparing and assisting with monthly management report analysis
- Assisting with Book-keeping, administrative requirements and procedures
- Analysing account information
- Preparing salaries for the employees
- Documenting financial transactions
- Recommending financial actions by analysing accounting options
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintaining accounting controls by preparing and recommending policies and procedures
- Support in the review of month-end financial statements including any unusual gross profit levels and notifying supervisor of any unusual items

REQUIREMENTS

- Studying for/in possession of Accounting or Finance related degree
- Previous practical Accounting and/or Auditing experience is considered an asset, but not a necessity
- Good level of English
- Good organisational skills and attention to detail
- Ability to complete tasks in an accurate and timely fashion
- Ability to work on your own initiative where necessary