

PM & Accounting

Entrepreneurial Internship

6 months minimum - Starting October 5, 2020

We are looking to recruit a young and enthusiastic candidate for an entrepreneurial internship of minimum 6 and up to 12 months in our Brussels office. If you hold passion for and experience in **Project Management & Accounting**, we look forward to hearing from you.

Main tasks

- Supporting project managers with the necessary actions on different projects
- Contribute to the internal cross functional team on Accounting
- Monthly preparation of membership and financial reports
- Drafting budgets, financial statements, invoices, credit notes, NDAs
- Supporting the project manager with audits (preparation of documents, tax returns, etc.)
- Communicating with Belgian chartered accountants
- Managing online platforms to extract the necessary information (Partena, banks, etc.)
- Handling relationships with partners, clients and suppliers
- Reviewing and improving agreements and contracts in cooperation with the legal team

Requirements

- Background in Law, Economics or Business Administration
- Knowledge and understanding of European affairs
- Knowledge and understanding of European funded projects
- Experience with MS 365 package (Office including Excel, Word, PowerPoint and Teams)
- Deep IT literacy would be an asset (applications, Wordpress, Wix, other online platforms)
- Excellent communication (oral and written) and presentation skills
- Outstanding organisational and interpersonal abilities (problem solving)
- Positive attitude as a flexible team player as well as independently
- Fluent/native English
- Applicants with a grant scheme (e.g. Erasmus for Young Entrepreneurs, Eurodisney, Erasmus+, other scholarships) will be shortlisted for an interview

What we offer

- Language skills and intercultural competences due to the dynamic and international environment
- Working actively with Policy Makers, Public Affairs and Media Senior Managers
- Daily contact with our clients and partners operating globally
- Internal mobility
- Possibility to be hired after the internship

Agreement: In addition to the grant scheme (if any), ianusGroup will provide the intern with up to 200EUR per month to cover lunch and transportation costs.

Number of vacancies: 1

Application deadline: September 25, 2020

Submission: info@ianusgroup.com

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