

Finance Intern

SCOPE OF RESPONSIBILITIES

To support the finance team on various accounting/finance/tax related tasks

REPRESENTATIVE ACTIVITIES

- Claim compilation and annual financial reporting for the project
- Compilation of debtor information and supporting documents
- Compilation of information for tax submission
- Compilation of information for process improvements and new ERP system implementation as and when required
- Posting daily transactions and other tasks related to payment processing
- Ad-hoc accounting/finance related tasks being assigned

REQUIREMENTS (Education, Experience, Skills, Attributes / Behaviors, Others)

- Degree holder in Accounting/Finance
- Proficiency in Microsoft Excel and other financial software
- Attention to detail and accuracy
- Good communication and teamwork abilities