Finance Assistant
Internship (6 months full time) – Sydney, Australia

- Kick-start your career
- Fast growing company
- Sydney location

We are looking for a motivated, reliable and pro-active student to join our Finance team for a 6-month internship in our Head Office in Sydney, starting early March 2020.

The main area you will be working on is Finance & Payroll.

Who are we?
Polyglot Group is a leading global and award-winning boutique consultancy dedicated to helping businesses expand & optimise their operations both locally & across borders. We provide tailored solutions in Human Resources, Talent Acquisition, Payroll, Language and Business set-up. Located in Australia, Europe, South Africa and the US with around 100 passionate Polyglotters worldwide.

What will be your responsibilities?
The Finance intern will provide day-to-day support to Polyglot Group’s Finance department. By the end of the internship you will be able to:

General duties:

- Create all invoices for US & European subsidiaries & check if invoices have been processed by the end of the month.
- Manage efficient and accurate data entry. Retrospective and current data entry for all subsidiaries except Spain.
- Update & organise pricing folder for Payroll clients.
- Ensure all invoices received are to the correct entity (checking all details and requesting update from supplier when required).
- Participate to the reconciliation of the clients’ payroll accounts.
- Ad-hoc duties.
Special projects:

- Take part to the global set-up of a new accounting software for the group (defining chart of account, entering past data,....)
- Contribute to the drafting of the transfer pricing paperwork for the group

What's on offer?

- Fast growing company still with a strong family culture.
- A chance to evolve in a multicultural, friendly and fun environment with people from all over the world.
- Internship allowance ($800 net AUD/month).

Who are we looking for?

- Student in Bachelor/Masters Degree in Finance, Economics or Business
- Good written and oral English skills (any other language is a plus)
- Knowledge of MYOB, Zoho and/or ComptaPlus would be a plus
- Advanced knowledge in Excel
- Motivation, persistence
- High attention to detail
- Excellent communication skills

If you are interested in getting involved in our growing team and demonstrating your abilities, send your resume and a cover letter via [http://bit.ly/2XPghO](http://bit.ly/2XPghO)!

Your cover letter should explain how you can contribute to the organization and the skills that you believe would be useful to our Finance team.

*This is a mentoring internship and the successful candidate must provide an agreement from his/her college/university.*

Polyglot have other internships available in Talent Acquisition, Human Resources, Lead Generation or Marketing either in Australia, Spain, or South Africa! Do not hesitate to apply from our website.