

# ThinkYoung Finance Assistant (Internship)

## Finance Assistant

At ThinkYoung, interns are autonomous and have a distant follow-up. This requires a strong proactive attitude and sense of initiative. However, interns have the liberty to propose new ways of doing, and to develop ThinkYoung's projects. At the same time, polyvalence is required as they might be asked to contribute spontaneously to activities that do not necessarily deal with their original position (see below).

We are looking for an enthusiastic Finance intern to work closely with our accounting team. You will work on budgeting and reporting, as well as contribute to the daily financial operations, and learning key processes within the department. Your enthusiasm and positive attitude will help you gain the trust of colleagues and external parties alike.

### Main tasks

- Prepare and record journal entries to properly record accounting transactions on a monthly basis.
- Review and analyse financial statements for operating trends and results.
- Review and analyse financial statements for ThinkYoung's projects.
- Develop automated processes to create efficiencies within the finance department workflow.
- Assist with the preparation of files needed for annual audits
- manually process credit card and other digital payments
- Assist the Senior Director of Finance on any other reports as requested
- Help with day-to-day tasks and other financial duties as assigned

### Requirements

- Knowledge of Accounting, Economics, Mathematics or Finance through related coursework or prior experience
- Strong attention to detail and analytical skills
- Proficient with Microsoft Office (Outlook, Word, Excel)
- Good communication skills, both verbal and written
- Outstanding organizational and planning abilities
- Fluent/native English

### What we offer

- Dynamic and young environment;
- Language skills and intercultural competences due to the multinational environment;
- Daily contact with our offices around Europe;
- Working in an NGO;
- Basic knowledge of the non-profit financial and reporting activities.

**Monthly remuneration:** 400 EUR, can be combined with a scholarship (Leonardo, Erasmus, Eurodyssee ...) or university accreditation

**Place of Employment:** Hong Kong and Brussels

**Duration:** 5 months, with a possibility to extend into a full-time paid employment contract

**Starting date:** 01/04/2019

**Number of vacancies:** 1

**Application:** Send email with CV and cover letter to [asia@thinkyoung.eu](mailto:asia@thinkyoung.eu) until 28/02/2019