



## ACCOUNTING/ AUDIT ASSISTANT INTERNSHIP

Salary: 150 Euro/Month

### COMPANY DESCRIPTION

BD Electronics is a subsidiary of the German Electronic distributor, ML Components. The main company is based in Germany (Mainz). Our Sales department is multilingual with over 10 languages being spoken on a daily basis. The team at BD Electronics prides itself on its sourcing ability of electronic components. We have direct contact with over 700 recognized EC vendors worldwide. Additionally, BD Electronics has visibility on otherwise hidden "Excess OEM Stock" from 100's of OEMs globally. This all means that we have the ability to find Components that other Electronic distributors do not.

### RESPONSIBILITIES

- Preparing, as well as assisting with, monthly management report analysis
- Assisting with Bookkeeping and administrative requirements and procedures
- Analysing account information
- Preparing salaries for the employees
- Documents financial transactions by entering account information
- Recommends financial actions by analysing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains 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