

Baltic Assist is a company which is here to help entrepreneurs, professionals and small businesses.

Company's staff is trained in a wide range of services and is a great help in managing projects for its customers.

Our organization uses technology to deploy the tasks remotely no matter where is the customer's business located.

We are looking for:

Junior Accounting Intern

Responsibilities:

- Work in a team, receive tasks from senior team members;
- Update senior accountants on progress;
- Collect information from external databases and customers;
- Under close supervision complete daily transaction recording (bookkeeping).

We expect you to:

- Have a basic knowledge of accounting and its principles (i.e. university course taken);
- Analytical and critical thinking skills;
- Excellent English skills (verbal & written);
- Ability to work in a team.

We offer:

- Opportunity to combine working either from office or virtually;
- Develop accounting skills and work with Scandinavian companies;
- Join youthful and professional Baltic Assist team;
- Employment opportunity after the internship is completed successfully.

If you enjoy taking up challenges and above sounds like you, please email your motivation letter, CV and picture to hr@balticassist.com. Please indicate in the subject line "finance internship". Confidentiality is guaranteed.