We are looking for an Accounting Intern to support our accounting operations with day-to-day transactions ideally for a 3-6-months period with the opportunity for full-time employment after successful completion of their internship.

The Accounting Intern’s responsibilities include but are not limited to processing payments to external partners, maintaining updated cost reports and issuing invoices through our accounting system.

* Manage the daily preparation of invoices
* Communicate with clients about issues with billing
* Monitor invoices to ensure timely collection of payments
* Support our teams on accounting related issues

**Requirements**

The ideal candidate would possess:

* Studying towards or being a graduate of BSc degree in Accounting, Finance or Economics, from a top tier Greek University
* Fluency in English
* 0-1 years of work experience
* Comfortable dealing with numbers and processing of financial information
* Excellent knowledge of MS Office (particularly Excel) & GSuite
* High degree of attention to detail and trustworthiness
* Strong organizational skills
* Problem-solving attitude

**Benefits**

* Central office location
* A young and forward-thinking team
* Ongoing professional development and training opportunities