

Accounting Intern

Responsibilities

1. Assist with daily accounting and bookkeeping tasks.
2. Prepare and organize financial documents and accounting records.
3. Support bank reconciliations, invoice processing, and data entry.
4. Assist in preparing financial reports and account reconciliations.
5. Support month-end closing and other accounting activities.
6. Perform other accounting-related duties as assigned.

Qualifications

1. Bachelor's degree (or currently pursuing) in Accounting, Finance, or a related field.
2. Basic understanding of accounting principles.
3. Proficient in Microsoft Office, especially Excel.
4. Strong attention to detail and willingness to learn.
5. Fluent in English; Mandarin Chinese is preferred.

Preferred Qualifications

1. Advanced proficiency in Microsoft Excel, including functions such as VLOOKUP, SUMIF, IF, Pivot Tables, and other data analysis functions.
2. Professional accounting certifications (such as ACCA, CPA, CMA, or equivalent) are an advantage.
3. Experience with ERP systems (e.g., SAP, Oracle, Microsoft Dynamics, Odoo, or Zoho Books) is preferred.
4. Knowledge of UAE VAT regulations and Corporate Tax is an advantage.