

# Management Trainee Finance & Accounting



admin@jobspace.co.id

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Sep 19, 2023

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Employment Status : Full Time

Experience : Below 1 Year

Salary :

Gender : Any

Career Level : Staff

Qualification :

## Job Description

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- Financial Analysis: Assist in conducting financial analysis to support decision-making processes, including cost analysis, budgeting, forecasting, and variance analysis.
- Accounting Procedures: Learn and apply proper accounting principles and practices, including journal entries, reconciliations, and month-end and year-end closing processes.
- Data Management: Assist in maintaining accurate financial records and databases, ensuring compliance with relevant regulations and standards.
- Audit Support: Participate in internal and external audit preparations, providing necessary documentation and explanations to auditors.
- Financial Reporting: Assist in the preparation of financial statements, reports, and presentations for management and stakeholders.
- Process Improvement: Identify opportunities for process improvements within the finance and accounting department and contribute to their implementation.
- Cross-Functional Collaboration: Collaborate with other departments to gather financial information, provide support, and ensure accurate financial data flow.
- Ad-hoc Projects: Contribute to special projects as assigned by the Finance and Accounting team or management.

## Education & Experience

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Bachelor's degree in Finance, Accounting, or related field.

## **Must Have**

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- Strong analytical skills and attention to detail.
- Proficiency in Microsoft Excel and other relevant financial software.
- Excellent communication and interpersonal skills.
- Eagerness to learn and a proactive attitude.
- Ability to work independently and as part of a team.
- Prior internship or coursework related to finance and accounting is a plus.

## **Educational Requirements**

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## **Compensation & Other Benefits**

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