

OAT – short for Open Assessment Technologies – is looking for a Top-Notch intern to join our Finance and Accounting team! As an intern at OAT, you will be fully integrated to the team and thus shadow and collaborate with them as they perform their duties.

Here's what you'll do:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records for all the companies of the group;
- Help with the month end closing process of domestic and foreign subsidiaries consolidation;
- Assist with bank reconciliation and credit card reports;
- Working with bookkeeping software (SAGE 100);
- Documentation of accounting entries with supporting data;
- Assisting with audit work;
- Works closely with team on Budgets, Budget Revisions, Strategic plans, Month end and Year-end closing;
- Collaborate with office management in the day to day office organisation;
- Complete special projects as needed and other duties assigned;

Our future intern's profile:

- Pursuing a Bachelor or master's degree in Finance, Accounting, Economics or equivalent;
- Fluency in written and spoken **English**;
- Good command of MS-Office, especially MS-Excel;
- Ability to maintain confidentiality and professionalism;
- Good analytical skills and strong attention to detail;
- Team player, high-energy, creative and enthusiastic;

If you are interested to join our growing startup and to work with us in a nice and multicultural environment, don't hesitate to apply by contacting us at jointheteam@taotesting.com.