

Job Description

Closing Office Internship

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BNP Paribas is one of the euro zone's leading banks, strongly positioned in its two core businesses - Retail Banking, Corporate & Institutional Banking - and present worldwide with nearly 192.500 employees in 74 countries. BNP Paribas has more than 4300 employees in Portugal and is one of the largest foreign institutions in the country.

Group Finance Services is a European finance operations center in Lisbon, and part of BNP Paribas Group Finance function. This function is responsible for compiling and processing accounting and financial information in order to ensure the publication of financial information and to provide Executive Management with the necessary information for the entire Group's financial management. It is also responsible for the design, deployment and evolution of financial information systems.

Within Group Finance, Purchasing Solutions & Accounts Payable (PS&AP) is in charge of Accounts Payable operations, processes and platforms on behalf of the Group's entities and businesses. We are looking for an Intern to support the Accounts Payables closing office activities.

RESPONSIBILITIES

Your main responsibilities are to:

- Participate to the preparation and follow up of the Accounts Payable closing activities as well as the resulting action plans
- Assist on the documentation of processes, procedures and instructions
- Support in preparation of management reports and actions plans for data quality

TECNHICAL SKILLS

- Degree in Business Administration, Economics or similar
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Excellent English speaking & writing skills, French is a plus
- Project experience is a plus
- Knowledge of Accounts Payable and Financial processes is a plus

BEHAVIOURAL & TRANSVERSAL SKILLS

- Self-starter, pro-active attitude with ability to work under tight deadlines in a fast changing environment with international and cross-functional teams
- Critical mind set with a strong rigor for detail, precision and quality
- Strong team spirit and adaptability
- High sense of responsibility