

Position: Accounting and Tax, Intern

This internship opportunity will provide you with valuable hands-on experience working alongside the management team, where you will learn the ropes of accounting, finance, company secretary, and tax functions.

The successful candidate will have the chance to prove their abilities and potentially become an early permanent employee of the company, with opportunities for long-term career growth and advancement.

Responsibilities:

1. Assist the management in various accounting tasks, including but not limited to bookkeeping, accounts payable/receivable, financial reporting, and budgeting.
2. Assist with the preparation and submission of tax returns, including income tax, goods and services tax, and any other applicable tax obligations.
3. Collaborate with the management to manage company secretarial duties, such as maintaining statutory registers, drafting resolutions, and filing necessary documentation with regulatory authorities.
4. Conduct research and analysis on financial and regulatory matters, providing insights and recommendations to support decision-making processes.
5. Support the management in special projects and initiatives related to corporate finance, strategy, and compliance.

Requirements:

- a) Currently pursuing or recently completed a degree in accounting and/or finance.
- b) Keen interest in corporate services, including accounting, finance, company secretary, and tax.
- c) Proficient in MS Excel and other relevant accounting software.
- d) Attention to detail, analytical and problem-solving skills, critical thinking and able to work efficiently.
- e) Effective communication skills
- f) Ability to maintain confidentiality and handle sensitive information with discretion.

Contact details for the Company:

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