

WANT TO BE PART OF AN INTERNATIONAL COMPANY, PROVIDING SUSTAINABLE SOLUTIONS TO MORE THAN 160 COUNTRIES?

NTU International A/S is looking for a student assistant to join our Financial department at the company's headquarters in Aalborg.

NTU is a leading international consulting firm providing programme management and advisory services for development projects worldwide. For almost three decades, NTU has been delivering sustainable development projects and advisory services within engineering, policy, economics, and social fields. With more than 1.100 international projects and studies already completed, and 15 project offices around the world, we have established ourselves as a leading consulting company. With the expansion of international activities and clients, NTU's project pipeline and opportunities have grown significantly, therefore, we are looking for an experienced, motivated and result oriented individual, who is interested in experiencing our culture, intensive business environment, challenges as well as being part of our international success.

Key Responsibilities:

- Account payable:
 - Processing invoices, cross-checking invoices with payments and expenses to ensure accuracy, communication with project managers
- Accounting:
 - Registrations & payments, participating in the month -end close activities, balance sheet reconciliations and support
- Archiving of documents and other various ad hoc tasks

Qualifications and skills:

- A degree within finance or other relevant area

Professional experience:

- Good knowledge of excel
- Any experience with ERP systems (we currently use BC365) is considered an advantage

Personal skills and attitudes:

- Excellent coordination skills, a structured and organized mindset
- Great team working and people skills as well as independent drive and an eye for detail
- Ability to manage multiple processes, questions and deadlines at the same time, while keeping communication professional

Language and skills:

- Full proficiency in English, both written and spoken. All other languages that you master on a professional level are considered as an advantage.

Other information:

If you are interested in this position, please send your CV under the heading “**Financial Assistant**” and address it to *Mrs. Vaida Cerneckyte-Larsen, e-mail. vac@ntu.eu*. Please also make sure that you include one or more telephone numbers.

Work place – Headquarters in Aalborg