



ACCOUNTING & TAX INTERN - LISBON

Auxadi is the leading firm for International Accounting, Tax, and Payroll management powered by Technology and amazing People (again 2023, certified as Great Place to Work!)

We support our clients by becoming an international extension of their accounting departments. Our Single Point of Contact model and cloud-based technology platform are clear differentiators of our value proposition.

At Auxadi you'll be part of a team of over 300 professionals in 22 jurisdictions, serving clients in more than 50 countries and being part of multi-country projects. You will work side by side with colleagues from all over the world developing your professional life in a multicultural environment.

Auxadi is an equal opportunities employer and is firmly committed to promoting equal opportunities in the workplace, providing means to assist all employees in their professional and personal development, without tolerating any type of discrimination.

Auxadi's spirit is global!

What will my functions be?

You will support the full accounting cycle through tasks such as:

- **Data Entry:** Inputting financial transactions into accounting software (Microsoft Business Central ERP) and recording financial data accurately.
- **Accounts payable and Accounts receivable:** Processing invoices, follow up on overdue accounts.
- **Bank Reconciliation:** Reconciling bank statements with the general ledger.
- **General Ledger Maintenance:** Posting journal entries.
- **Financial Reporting:** Assisting in the preparation of Financial Statements and Annual Accounts.
- **Expense tracking:** verifying expense reports.
- **Documentation and filing:** Organizing and maintaining financial records, ensuring documentation is in compliance with accounting standards.
- **Software and Systems:** Utilizing accounting software (BC) and Excel proficiently.
- **Tax Compliance:** Assisting in the preparation of tax returns, ensuring compliance with relevant tax regulations.

What should you meet to be a potential Auxadi member?

- You are in your final year of your Master's degree (preferably in Finance and Accounting and postgraduate studies in taxation).
- You are fluent in English (level C1).
- Excellent organization skills and adaptability to a high multitasking environment.
- Good communication and interpersonal skills.



Why AUXADI?

- **Employment contract for an indefinite period after completing the internship:** We offer you a clear career path with great possibilities for growth through one of our most important policies: "Promotion from within". (90% of our managers started their professional career at AUXADI as interns).
- **Continuous training plan:** You will receive adapted training that will allow you to develop professional and interpersonal skills to perform in a productive and efficient way. We want you to grow with us!
- **Multicultural environment:** You will have the opportunity to work in a dynamic environment with accounting and tax professionals who will provide you with support and experience.
- You will be part of a **Best Place to Work** (2018, 2019, 2021, 2023). You will work next to talented, committed and supportive teammates from all over the world.

If you think you can fit please apply! Send us your resume to jffm@auxadi.com with the subject – “IPTomar_NOME DA POSIÇÃO”