Intern at 100% temporary position of 6 months

Internship in Finance department

- We're offering the opportunity to work for a small Commodity Trading company that is going to allow you to work on a big variety of tasks within the finance & control team.
- You're going to be at the heart of the business from original trade follow-up to its settlement through reporting and analysis.
- You're going to work in a very dynamic environment and will get experience with one of the best integrated ERP & CTRM system supported by Microsoft.

Internship will focus on

Middle Office tasks – 20%
- Check new deals, ensure values and terms are correct
- Verify the Mark to Market values generated
- Review FOB and Freight market prices
- Document monthly the values

Accounting tasks – 30%
- Register all incoming invoices (business & admin)
- Allocate invoices vs the estimations or to the P&L or to the B/S
- Follow-up VAT values and supporting documents
- Follow-up finalizations of estimated vs actual figures
- Book the required manual accounting entries to keep B/S clean
- Month-end process reconciliation and related bookings

Treasury tasks – 20%
- Assist the treasury manager in the development of electronic payments
- Keep bank details of the vendor up to date
- Create payments

Reporting – 30%
- Prepare weekly dashboard of volumes and P&L
- Participate in month-end reporting requests
- Active participation in Audit requests documentation
- Work on ad-hoc various requests

Internship objectives:

- Ensure that the new trades input are correct and generate the expected margin
- Keep track of all the contracts changes/amendments and reconcile the position & PNL impacts
- Keep up to date the MTM of all the open positions
- Process all the incoming invoices as per internal procedures
- Journal entries correctly and timely done
- All payments done correctly and timely
- Payments process to be gradually done through 'automated process'
- Reporting timely and accurately provided

Profile/Education:

Bachelor's degree related with Finance or related field.

Team spirit - Hard worker- Flexible - Fluent in English
Experience in a trading company would be an asset and accounting background welcome

Deadline for application: 29.08.2021
Starting date: as soon as possible
Place of work: Rue de Rive 11, 1204 Genève
Online application ONLY accepted to email: t.hoyos@solaris-ch.com