

Intern / Assistant to Financial Outsourcing Practice

Bellerage Vostok Moscow office is looking for an assistant/intern to the Financial Outsourcing Practice.

Bellerage is one of the leading service providers in the market of outsourcing, consulting and auditing services for international and successfully operating domestic companies in CIS. We are looking for individuals with considerable potential who welcome the challenge of working in a rapidly growing company with positive and rewarding work environment.

Expectations to candidates:

- Higher education/last years student (flexible schedule is possible)
- Fluent English
- Ability to manage multiple engagements and to meet tight deadlines
- Result-oriented drive

The role will be to provide Bellerage Vostok clients with a full range of accounting services, work with primary documentation and preparing tax and financial reports. Reporting to Senior Consultant in the Financial Outsourcing Practice.

Effective upon satisfactory completion of internship, the candidate may be eligible for regular office staff.

Work environment:

- Bellerage encourages and facilitates its employees' professional and personal growth
- Our employees may enhance their knowledge and skills in various departments within the company and become highly qualified professionals and managers

We are looking for an entry level bookkeeper with high degree of self-motivation and strong career aspirations. As a team member, your actions will touch every part of our success.

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