Internship - Accounting

Finance & Accounting Department

The Bosch Group is a leading global supplier of technology and services. In the areas of automotive and industrial technology, consumer goods, and building technology. The Bosch Group comprises Robert Bosch GmbH and its more than 350 subsidiaries and regional companies in over 60 countries with over 300,000 associates all over the world.

Bosch has been present in Vietnam since 1994. In April 2008, it set up the 100% foreign-owned subsidiary, Robert Bosch Vietnam Co. Ltd in Ho Chi Minh City, with branch offices in Hanoi, Da Nang, a branch for manufacturing in Long Thanh, Dong Nai province (Gasoline Systems division) and a software engineering centre (Robert Bosch Engineering and Business Solutions Vietnam Company Ltd). Today, Bosch supplies a wide range of technological products and solutions including Automotive components, diagnostic tools and equipment; Drive and Control Technology; Power Tools; Security Systems and Thermo technology.

Main tasks

- Processing payment documents to banks and Malaysia payment centers.
- Invoice verification and posting.
- Going DIZA, tax department.
- Filling documents and other admin tasks assigned by Controlling team.

Job requirements

- 3rd – 4th year undergraduates with major in Finance and Accounting.
- Proficiency in English and Vietnamese.
- Knowledge of accounting software is an advantage but not a must.
- Details oriented, team work and quick learner.
- Expected starting time: Feb - 2014

Benefits

- Competitive internship allowance with 1 paid leave per month
- Daily lunch and parking provided