

## Internship in Accounting

Tipik is a communication agency with headquarters in Brussels and offices in different EU countries. It provides integrated communication services to the public institutions and international organizations, most notably the European Union institutions. What does it mean? We craft communication strategies, conceive and roll-out large-scale communications campaigns through various communication channels such as social media platforms, TV or outdoor advertising, small or big events and much more! You might have already seen our work in newspapers, on TVs, on social media channels or even when walking through the streets of your city. Driven by a company philosophy based on strong human values and professional drive and excellence, we encourage initiatives and empower people to grow and develop their skills.

We are looking for a motivated and detail-oriented accounting intern to join our finance team in Brussels. As an intern, you will have the opportunity to gain valuable hands-on experience by participating in various accounting tasks and develop a strong foundation in financial management. You will work closely with our accounting team, assisting in Tipik's day-to-day operations.

### **Responsibilities:**

- Support data entry in an accounting software.
- Assist in accounts payable and accounts receivable processes.
- Collaborate with members of the Tipik team for validation of supplier invoices.
- Participate in monthly closings.
- Assist in the recovery of foreign VAT.

### **Requirements:**

- Student currently pursuing a degree in accounting, finance, or a related field.
- Basic knowledge of accounting principles.
- Proficiency in Microsoft Excel.
- Strong attention to detail and accuracy in data entry.
- Good organizational and time management skills.
- In addition to French, good knowledge of English.

This six-month internship provides a unique opportunity to learn and actively contribute to our finance team. You will be exposed to a wide range of accounting tasks and have the chance to work in a stimulating and dynamic environment.

### **GDPR**

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR](#)/[NL](#)).

We will only contact you if your application is shortlisted for an interview. Your application will be treated as strictly confidential in accordance with our data protection policy. It may only be shared with other entities from the Sword group in the European Union.

Please also note we will save your CV in our database for a maximum of 2 years so we can contact you again should an opportunity arise for you. If you would like us to erase your data, please let us know when applying by contacting [jobs@tipik.eu](mailto:jobs@tipik.eu).