

Accounting Clerk Trainee	
Name of the Organisation	Associação Discover Lisbon
About the host Organisation	Associação Discover Lisbon is an organisation based in Lisbon since 2015, which organizes free and paid walking tours, fado dinners and different activities for the tourists which visit Lisbon.
Website	http://www.discoverlisbon.org/
Job description	<p>This traineeship is in a Tourism department of Associação Discover Lisbon which organizes tours and activities for the tourists that visit Lisbon, and is searching for a trainee to support them in their accounting responsibilities.</p> <p>During the traineeship, the trainee is going to assist the company's accountant and will have the following main responsibilities:</p> <ul style="list-style-type: none"> -Perform accounting and relative functions to support supervisors; -Prepare and examine financial records; -Make sure the records are accurate; -Perform overviews of the financial operations; -Registration of the business transactions; -Input invoices, account statements, reports and other records.
City, country	Lisbon, Portugal
Deadline	no
Requirements	<ul style="list-style-type: none"> -Background in Economics, Finance, Accounting or related studies; -Knowledge on basic Accounting principles; -Proficiency in Microsoft Suite Office -Good communication skills; -Motivation and interest in learning.
Remuneration	Unpaid
Contacts	<i>applications@placementinportugal.com</i>