**RECORD TO REPORT TRAINEE (FINANCE)**

**RTR Financial Reporting department provides financial services to several markets across the globe, including reporting, SAP (our enterprise resource planning software) and reconciliation processes.**

**RTR Financial Reporting team is held accountable in providing financial services & solutions to Diageo entities and acts as business partner. General Accountant is one of a team of up to 10 team members who reports to an RTR Financial Reporting Team Leader/Junior Manager.**

***Gazdasági\****

***Budapest XIII.***

**CÉGBEMUTATÓ**

**COMPANY INTRODUCTION**

If you're looking for great trainee opportunites and professional experience now you can get it through **Mind-Diák**.

**Diageo** is the world’s leading premium drinks company with an outstanding collection of brands, such as Johnnie Walker, Smirnoff, Baileys, Captain Morgan, Tanqueray and Guinness.

Our purpose – Celebrating life, every day, everywhere – has an important role in our company, for our people, our brands, in how we perform and how we create shared value.

Diageo Business Services has been operating in the heart of Budapest for 15 years and provide added value for the company on a global level in the area of Finance, HR, Commercial Support, IT, Treasury and Business Intelligence.

We are looking for trainees for a period of 6 months either in full or part time.

**FELADATOK**

**HOW TO SERVE**

− To ensure that the Business Unit’s (BU) financial and reporting processes are completed accurately and on time and that the surrounding internal control procedures are strictly adhered to.

− Carry out timely, accurate and compliant Period End reporting process in SAP.

− Prepare compliant general ledger (GL) reconciliation.

− Prepare reports in Excel as required by the market.

− Reporting/excel skills expertise/upload file creation

− Implementing transactional quality checks

− Supporting process automations

− Working in line with our control environment

**ELVÁRÁSOK**

**INGREDIENTS**

− Ongoing studies in Finance/Accounting/Business Administration

− Upper intermediate English knowledge, primarily in writing

− Strong Excel knowledge is desired

− SAP knowledge is an advantage

− Interest in working for our company after the trainee program as well in one of our financial departments

− Good communication and logical skills

−  Willing to learn

−  Responsibility

−  Positive attitude towards work



**CHERRY ON TOP**

−  Easy to reach downtown location

− Opportunity to climb up on the career ladder

− We won the Fittest Workplace Award, of course we have a Gym

− Urban legend is true, we do have a Rooftop Bar

− Our unique brands are available in our staff shop

− We live our values and color our lives

− Gross salary: 1065 HUF/hour

Please apply after registration and indicate the position name or send your CV to the following e-mail address: cseko.orsolya@minddiak.hu

If you have any questions do not hesitate to contact the following phone number: +36/70/452-3304

**KAPCSOLATTARTÓ:**

*Csekő Orsolya**cseko.orsolya@minddiak.hu*

**RÉSZLETEK:**

|  |  |
| --- | --- |
| **Szakterület** | Pénzügy/Számvitel/Kontrolling |
| **Munkakör** | Record to report Trainee (Finance) |
| **Tervezett kezdés dátuma** | azonnali |
| **Szükséges nyelvismeret** | angol szóban: középfok írásban: középfok |