**Description**

Are you passionate about Accounting? Do you enjoy big challenges, working with and learning from a fresh, high-performance team?

PeopleCert, a pioneer in combining certification with technology and global leader, is expanding rapidly and is in need of an **Accounting** **Trainee** to support our team. You will be trained to provide basic accounting and administrative support whilst at the same time engaging in training to develop your individual skills as required by the department. Organizational, communication skills and constant desire for self-development are a plus for this position.

You will be trained to:

* Fulfill general administration duties
* Carry out full range of accounting activities, including updating the ERP and back office support
* Communicate effectively with other departments to resolve invoice and/or purchase order enquiries
* Assist with account/ bank reconciliations
* Archive physical and electronic documents
* Work as a team to continuously deliver the agreed level of service.

**Requirements:**

* Up to 6 months internship course, in participation with your educational organization
* Studies related to Accounting, Finance or Business Administration are preferred
* Excellent use of the English language (C2 level)
* Very good use of MS Office applications
* Excellent communication, interpersonal and organizational skills.

If you are looking for an international, fresh and fast-growing environment to start your career we would like to hear from you!

**About PeopleCert**

PeopleCert is a global leader in assessment and certification of professional skills, partnering with multi-national organizations and government bodies for the development & delivery of standardized exams. Delivering exams across 200 countries and in 25 languages over its state-of-the-art assessment technology, PeopleCert enables professionals to boost their careers and release their life ambitions.

**Quality, Innovation, Passion, Integrity** are the core values which guide everything we do.

Our offices in UK, Greece, Cyprus and Turkey boast a culture of diversity, where everyone is different, yet everyone fits in. Our commitment is to develop and maintain a workforce that reflects the very diversity of our customers and the communities in which we do business.

For more information, please visit the corporate website www.PeopleCert.org

PeopleCert regrets that due to the large volume of applications received, we will only consider those who solely correspond to job requirements as listed above.

All applications will be treated with strict confidentiality.