



Internship

## **INTERN IN ACCOUNTING DEPARTMENT**

(Temporary position for 2 months)

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It has to be well-governed, with clear financial flows and procurement systems.

Our ambition is to design new best-in-class,

innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community.

We plan, develop and manage all technical aspects of entire Rail Baltica project to achieve cross-border interoperability.

RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project.

### **JOB PURPOSE**

On behalf of the joint venture the Intern will help the Accounting team to record certain vendor and employee related data into accounting system of RB Rail AS and its branches in Estonia and Lithuania, ensure quality of the documentation supporting the accounting entries and document accounting processes.

The Intern will report to the Accounting Manager – Chief Accountant.

### **REQUIREMENTS**

- Student of accounting, finance, economics or business administration
- Willing to develop professionally in Accounting or Finance area
- Precise, organized and stress resistant personality
- Good computer skills (MS Office)
- Very good communication and collaboration skills
- Good English

### **RESPONSIBILITIES**

- Enter vendor and employee related data into accounting system
- Maintain business trips and expense claims related paper and electronic documentation in accordance with the requirements of accounting laws of Latvia, EU Grant agreements and RB Rail's filing system
- Maintain business trips register
- Develop documentation describing accounting processes
- Perform other Accounting department's tasks according to manager's assignment

### **Office location**

Full time position, located in Riga.

### **Remuneration**

Starting from 500 EUR Gross

If you feel that your experience and personality match the respective position and you are willing to be a part of the challenging and unique project, please, send your Motivation letter and Resume (CV) in English with the subject "INTERN IN ACCOUNTING TEAM" till 15 May 2019 to e-mail: [job@railbaltica.org](mailto:job@railbaltica.org).



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