

# Offre de stage

**Nom de l'entreprise**

**Keyrus NV**

**Vos coordonnées :**

Rue: Nijverheidslaan 3/2

Code postal: 1853

Ville: Strombeek-Bever

Personne à contacter: Jonah Cousin

N° tel: 0471 46 46 88

Email: Jonah.Cousin@Keyrus.com

Site web de l'entreprise:  
<https://keyrus.com/be/en/home>

**Quel bachelier serait le plus adapté pour trouver votre stagiaire ? (possibilité d'en choisir plusieurs)**

Comptabilité

**Le stage peut être effectué tout au long de l'année scolaire ?**

Oui



## Profil recherché

### Accountancy Intern

To sustain the development of the Belux region, the finance department of Keyrus Belgium is looking for an Accountancy intern to assist covering the activities of Keyrus in Belgium and Luxemburg.

Reporting to a Senior Finance Team member, the scope of your responsibilities:

Ensuring the accuracy and completeness of day-to-day operations in the balance sheet and P&L

You will be working in an international environment, as well as working closely work with the finance team (controlling/accounting/office management/FD/finance department). The position is situated in Strombeek-Bever, Belgium.

### Requirements

The candidate is a higher education accounting student or similar looking for a suitable internship. You have strong interpersonal skills with the ability to work in a team and you are curious and ambitious.

You will also have the following

An interest and affinity in technology  
Strong affinity with accounting  
Good communication skills / team spirit  
Excellent use of Excel  
Able to anticipate  
Languages : French or Dutch speaking + English



**Le stagiaire doit savoir parler:**

Français

Anglais

**Langue véhiculaire du stage:**

Anglais

## Tâches à effectuer

### Responsibilities

Assist in the accuracy and completeness of day-to-day operations in the balance sheet and P&L

Your primary role will be to assist the Finance Team in the delivery of the monthly reporting by ensuring that all the accounting data is accurate.

You will also document the balance sheet on a monthly basis with a very systematic approach.

### Accounts Receivable and Accounts Payable

- Assist in timesheet reviews (completeness, accuracy) before invoicing process
- Assist in review of the invoicing preparation (in reference to contract, PO, work order etc.)
- Assist in review of accuracy and completeness of the invoices in the accounting system
- Assist in expenses invoicing to the clients
- Assist in ageing list review and to take the appropriate actions for cash collection and payments follow-up (coda) – Call clients for payment confirmation.
- Assist in review of the input of the suppliers invoices – call for duplicates if missing
- Assist in the monthly intercompany transactions confirmation
- Assist in preparation of the periodic payments through Isabel

### Factoring

- Assist in the communication with the factoring company on a daily basis

**Date début de stage** 01/02/2023

**Date fin de stage** 30/06/2024

**Lieu de stage** Strombeek-Bever

**Horaire/Durée** Minimum 12 semaines