Trading Settlements Intern - Budapest

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Are you a university student looking to gain practical finance experience alongside your studies? Join our supportive team, develop your skills, and kick-start your career in an international environment with flexible working opportunities and plenty of learning and development opportunities.

Tasks

- Supporting the day-to-day trading settlements process and gaining hands-on experience with related activities
- Accurately recording supplier invoices and other accounts payable (AP) transactions within deadlines
- Preparing and issuing invoices to third-party customers in line with contractual payment terms and deadlines
- Monitoring incoming payments and supporting the preparation of the daily cash forecast
- Monitoring outstanding third-party receivables and assisting with related administrative tasks
- Working closely with the team, learning from experienced colleagues, and supporting each other in daily operations

Expectations

- You are currently pursuing a Bachelor’s degree in Economics or a related field and have successfully completed your first year at university
- You have an active Hungarian student status for at least 6 months from your planned start date
- You can commit to 20–25 working hours per week based on an agreed schedule that fits your studies

- You have at least an intermediate level of English
- You have a structured mindset and enjoy analytical thinking, problem-solving, and finding practical solutions
- You can navigate complex situations while balancing customer needs and business priorities
- You are comfortable working independently and collaborating with a team
- You have a working knowledge of Microsoft Office applications, especially Excel and PowerPoint
- Good communication skills and the ability to build positive relationships with stakeholders and customers

Co offer

- **Competitive hourly pay:** Gross HUF 2,145 per hour
- A welcoming and inclusive company culture where diversity, teamwork, shared achievements, having fun, and giving back to our community are valued
- A modern office with comfortable chill-out and collaboration spaces
- An active intern community with team-building events and opportunities to connect with fellow students
- The opportunity to join our social communities and employee networks
- Learning and development opportunities, including LinkedIn Learning, to help you grow your skills and shape your career path
- A company laptop and mobile phone
- Flexible working opportunities, including the possibility to work from home

Data protection

Please be informed that by applying to the job advertisements in the PannonDiák School Cooperative database, our company automatically considers that you have accepted the privacy policy, which can be viewed at the following link. **Data Protection**