



www.actomate.ai | enquiry@actomate.ai

### **Finance Internship Programme**

We are seeking for interested candidates to join our finance internship programme. Send your CV to [internship@actomate.ai](mailto:internship@actomate.ai) if you are interested and we shall get in touch with you shortly.

#### **This position is suitable for you if you are seeking for:**

- a 10 to 20 weeks finance internship
- results-driven problem-solving fast paced work environment
- a dynamic and entrepreneurial environment committed to continuous process improvement
- hands-on exposure to real business and finance operations across multiple areas of accounting, investment, and business management

#### **You will get:**

- to learn how to handle full set of accounts
- to learn how to evaluate investment opportunities
- to learn how to use QuickBooks accounting software
- to learn how to consolidate group accounts across different subsidiaries in different countries
- to work directly under senior management instead of only under junior accountants
- to perform a variety of challenging finance-related tasks supporting business operations
- to support invoice processing, payment tracking, bank reconciliations and account matching
- to update the revenue dashboard and gain exposure to Power BI
- to develop technical knowledge in the field of accounting and finance, as well as practical skills such as handling database, spreadsheets, presentation slides and financial reports
- to develop business acumen and soft skills including time management, communication skills and people skills
- flexibility in working days and work hours – flexible time off with no fixed working hours
- flexibility in working location – onsite, hybrid or remote work arrangements are possible
- to evaluate your performance through monthly performance review with constructive feedback

#### **You need to:**

- be a national of an ASEAN country
- have strong people and communication skills
- be detail-oriented, responsible, and willing to learn
- have knowledge of accounting principles and Microsoft Excel
- currently pursuing Diploma/Degree in Accounting, Finance, Economics, Business or related fields
- be highly proficient in English (minimum IELTS overall band score 7.0 or equivalent)
- share our values – Can Do, Progressive, Open Communication & Professionalism



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## **About Us**

Actomate is a technology-focused actuarial firm founded in 2015. We are the first and only actuarial firm awarded MSC Malaysia status by the Malaysian Government, a mark of world-class service and achievement. In 2019 we were awarded Top Actuarial Firm in Asia by Asia Captive Review and in 2020 we received Quality Assurance Scheme accreditation from the Institute and Faculty of Actuaries (UK). In 2023, we won the SME100 Awards from Small and Medium Enterprises Association of Malaysia (SAMENTA). Actomate is a diverse, equitable and inclusive (DEI) workplace. We have also made climate commitments as a signatory to the Malaysian Digital Climate Action Pledge.

For more information see <https://www.actomate.ai>. Contact [internship@actomate.ai](mailto:internship@actomate.ai) for enquiries.