# WE ARE HIRING!

## Finance Intern

SLIBTEC is a high-tech ecosystem fostering, innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research, development and manufacturing platform for the biotechnology business.



## We are Looking for:

- Currently following or recently completed a qualification in Accounting, Finance, Business Administration, or a related field
- Professional qualifications in AAT or any other charted accounting qualification will be an added advantage

## Responsibilities:

- Assist with day-to-day finance and accounting activities
- Support the preparation and maintenance of financial records and documents
- Assist with invoice processing, payment documentation, and voucher preparation
- Support bank and other account reconciliations
- Assist in maintaining petty cash records and related documents
- Support the preparation of financial reports and other finance-related documents
- Perform filing, data entry, and other administrative duties assigned by the Finance Department

## Competencies and Skills:

- Basic knowledge of accounting principles and financial documentation
- Good computer literacy, particularly in Microsoft Excel and Word
- Good communication and organizational skills
- High level of accuracy, confidentiality, and attention to detail
- Ability to work independently and as part of a team

Please email your CV with two non-related referees, mentioning the position in the subject line, before 22nd November 2026

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