



The Apex Group is recruiting for an Intern to help provide accounting and investor services support, working as part of a team supporting clients in Belgrade. The part-time role comes with many excellent benefits and the chance to enjoy hybrid-working arrangements.

As an Accounting Intern, you will assist in providing accounting and investor services support, working as part of a team supporting clients. You will work a 20-hour week from Monday to Friday.

Job responsibilities

- Prepare ad-hoc reconciliations & schedules in Excel;
- Assist with chart of accounts set-up;
- Preparation of journal entries and cash reconciliations;
- Assist with fund financial statements, with footnotes and supporting schedules;
- Assist with client web portal for investor communications;
- Assist with investor contact maintenance;
- Assist with investor wire information;
- Special projects and additional ad-hoc responsibilities as assigned.

Skills / experience required

- Must be currently 3rd or 4th year student of the Faculty of Economics in Belgrade, FEFA, Faculty of Organizational Sciences, Singidunum University, Belgrade Banking Academy or Faculty of Economics in Kragujevac;
- Commit 20 hours per week up to 6 months;
- Proficient in Microsoft Excel and Word;
- Strong attention to detail;
- Good written/verbal communication skills (English);
- Ability to multi-task;
- Possibility of employment after graduation.

What we offer

- Work in a positive, dynamic environment;
- Possibility for advancement;
- ACCA training;
- Work Monday to Friday, 11am-7pm (20 hours);
- Hybrid working arrangement.

Benefits

As a truly global business, we tailor benefits to each location to safeguard our people and respect local cultures and ways of working. Our people are our greatest asset, and we invest in talent development. Join our global network, and you will benefit from education support, sponsorship and in-house training programs.

Apex Group Ltd ("Apex" or "the Group"), established in Bermuda in 2003, is a global financial services provider. With over 80 offices worldwide and 12,000 employees in 38 countries, Apex delivers an expansive range of services to asset managers, financial institutions, private clients, and family offices. Apex's purpose is to be more than just a financial services provider. The Group is committed to driving positive change to address three core areas: the environment and climate change, women's empowerment and economic independence, and education and social mobility. Life at Apex isn't just about the work you do. It's about embracing the culture and loving what you do. Every employee plays a part in making Apex who we are today, and the more we grow, the more important that becomes. The international nature of our business and global network of offices means that there are opportunities to broaden your life experiences and take short-term or permanent relocation options.