

## Internship Accounts Payable Team BeNeLux (m/f/d)

At Supplier and Reporting, we don't just see numbers, we see solutions. We stand for high-quality purchasing and financial processes: from purchase-to-pay processes and book-to-reports to our business and financial reporting. To achieve this, we not only handle our processes efficiently and accurately, but also focus specifically on modern solutions for designing future-oriented financial processes and satisfied customers.



**LOCATION**  
Berlin, DE



**COMPANY**  
BASF Services Europe GmbH



**WORKING HOURS**  
Full-time



**CONTRACT TYPE**  
Internship



**WORKING AREA**  
Finance & Accounting



**REFERENCE CODE**  
EN60056194\_BTU\_1

### RESPONSIBILITIES

- Support our Accounts Payable department as part of your mandatory 4-6 month internship and help us to ensure professional invoice management for our customers.
- o You will work with the invoice receipt tool and will ensure that all invoices are processed correctly.
  - o In addition, you will support the team with classic accounting tasks such as checking and posting invoices, clarifying accounts as well as verifying payment runs.
  - o As part of your work on global projects, you will create analyses or prepare presentations.
  - o Over the entire period of time, you will be in regular contact with different units of the BASF Group and thus have the opportunity to gain comprehensive insights into BASF's processes.

### QUALIFICATIONS

- o enrolled student
- o an open-minded and curious personality
- o desire to gain experience in the Accounts Payable department of a globally active company during your studies
- o sound knowledge of MS Office applications and a good level of technical interest
- o fluent in English, Dutch skills are advantageous
- o high dedication, commitment and an accurate working method

### BENEFITS

- o From day one you will be part of the BASF family.
- o You will get involved in challenging fields of activity and have the opportunity to work on exciting projects in an interdisciplinary environment.
- o We compensate your internship with 850 € per month.
- o In this way you will make numerous interesting experiences and get a deep insight into the world's leading chemical company. Information regarding internships: [on.basf.com/internship](http://on.basf.com/internship)

### ABOUT US

If possible, please upload the documents into one single PDF file. Please note that we do not return paper applications including folders. Therefore please submit only copies and no originals.

First information about our application process can be found here: <http://on.basf.com/applicationprocess>.

Do you have any questions about the application process or the position? Please reach out to Katarina Borisov, Tel.: +49 30 2005 59269

As an international service hub, the BASF Services Europe GmbH bundles a wide range of services for the BASF Group throughout Europe. In the heart of Berlin, we combine expertise in the areas of finance, HR, supply chain, procurement, product safety and IT. We focus on digital and customer-focused solutions, to create services for future. Learn more about us and our career opportunities at [basf.com/servicehub-berlin](http://basf.com/servicehub-berlin).

**Together we can accomplish everything. Through the power of connected minds.**

We are looking forward to your online application at [www.basf.com/jobs](http://www.basf.com/jobs).

We are happy to answer your questions: Email [jobs@basf.com](mailto:jobs@basf.com) | Tel 00800 33 0000 33



We create chemistry

**At BASF, the chemistry is right.** Because we are counting on innovative solutions, on sustainable actions, and on connected thinking. And on you. Become a part of our formula for success and develop the future with us - in a global team that embraces diversity and equal opportunities irrespective of gender, age, origin, sexual orientation, disability or belief.

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