THINK tesa

Finance working Student/Intern (Poznań)

Finance Student Opportunity in Poznań (6-Month Contract of Mandate)

Are you looking to gain hands-on experience in Finance while completing your studies? Join our Finance team as a student for Finance Support in Poland and gain practical exposure to financial processes, compliance, and internal controls in an international organization.

Your main focus will be supporting the **review and audit of employee travel expenses,** helping ensure that expense claims are complete, correctly documented, and compliant with company requirements. You will also assist the Finance team with related **administrative and process-improvement activities.**

What you'll be responsible for:

Travel Expense Audit & Compliance

- Review and audit employee travel expense reports and supporting documentation
- Check expenses against applicable company travel and expense policies
- Verify that required receipts, invoices, approvals, and other documentation are available and complete
- Identify missing documentation, inconsistencies, or potential non-compliance and follow up with employees when clarification is needed
- Support the Finance team in maintaining a consistent and well-documented approach to travel expense controls

Finance & Administrative Support

- Support the Finance team with selected accounting, reporting, and administrative activities
- Help organize and maintain Finance documentation and supporting records
- Assist with data preparation, reconciliations, and simple analyses in Excel
- Support the follow-up and tracking of identified issues and open items
- Cooperate with Finance colleagues and other internal stakeholders in Poland

Process Improvement

- Help identify recurring issues in the travel expense process and opportunities for improvement
- Support the preparation and maintenance of procedures, checklists, and working instructions
- Contribute to simplifying and standardizing Finance processes where appropriate

Requirements:

What you'll bring:

- Current student in Finance, Accounting, Economics, Business or a related field
- Available to work at least 20 hours per week drom our Poznań office
- Analytical, well-organized and attentive to detail
- Comfortable working with numbers, documents and structured processes.
- Basic knowledge of finance and accounting principles
- Basic Excel skills and motivation to learn more
- Good communication & organization skills in English
- Motivated, eager to learn, and able to work independently
- Reliable and responsible when working with financial and confidential information

- **What we offer:**

- Practical Finance experience alongside your university studies
- Exposure to Finance processes, compliance, and internal controls in an international organization
- Opportunity to work closely with an experienced Finance team
- A structured **6-month assignment** at 50% working time, allowing you to combine the role with your studies
- An opportunity to develop practical skills in expense auditing, Excel, financial controls, and process improvement.

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www.tesa.com