

## Intern Finance and Business Administration (50 – 80 %)

### BACKGROUND INFORMATION

#### **Skat Consulting Ltd.**

Skat Consulting Ltd. is an owner-operated, independent, and internationally engaged consulting company based in St. Gallen. We are committed to sustainable development and carry out projects and consultancies in international cooperation and humanitarian aid. We support governments, the private sector and civil society around the globe in improving people's lives by facilitating lasting solutions in water, building, energy and governance.

Skat Consulting is led by a three-person management team consisting of CEO, Deputy CEO and Chief Financial Officer.

### OUR OFFER

We offer an internship to provide a student the opportunity to gain first-hand experience in a dynamic consulting company active in international cooperation. The intern is based in Switzerland (St. Gallen). We offer a horizontal organization and a great team. We are looking forward to meeting you. Apply now by sending your complete dossier to [jobs@skat.ch](mailto:jobs@skat.ch) until January 22, 2024.

### MAIN TASKS

- Your mission is to support the finance and admin team.
- You contribute to successfully deliver on various operational tasks within the Admin and Finance team such as reporting to the Board and management.
- You work closely with the CFO of Skat Consulting and the management team.
- You will support our communication activities (Social Media, Newsletters and Annual Report).

### YOUR STORY

- You are motivated to join us for 6-12 months (Start February or March 2024).
- Ongoing bachelor's or master's degree in Business Administration, Economics, Finance or a related field.
- You are curious about new technologies and working in the finance department of a company working in international cooperation.
- You can grasp and evaluate complex issues holistically.
- You have strong numerical skills and possess a high attention to detail.
- You have a very good understanding of finance concepts and are proficient in using Microsoft Excel and PowerPoint.
- You are proactive, show ownership for your tasks and feel comfortable to work in an entrepreneurial environment and frequently interacting with key decision makers.
- You are fluent in English – German knowledge is a plus.

Important: this internship is only open to students with Swiss nationality, or EU citizens living in Switzerland with a valid permit (L or B) and permission to work (Aufenthaltsbewilligung mit Erwerbstätigkeit).