

Dear Students,

We would like to offer you several part time trainee positions in our company GUERBET CZECH REPUBLIC s.r.o. with immediate start.

Company description

Guerbet is a human-scale company that aims to become a new global leader in medical imaging. Pioneer in contrast media with 90 years' experience, Guerbet is the only pharmaceutical group dedicated to medical imaging worldwide, with a presence in almost 80 countries via a network of subsidiaries and distributors.

The company offers a comprehensive range of CT scan, Cath Lab, Magnetic Resonance Imaging (MRI) and Interventional Radiology and Theranostic (IRT) products, along with a range of injectors and related medical devices to improve patients' diagnosis, prognosis and quality of life.

Total workforce worldwide is of 2,700 employees.

Guerbet Czech Republic

Established in 2015 and located in Prague – Prosek directly on the metro station Prosek. 72 employees of 21 different nationalities, business language English, team speaking 13 different languages.

Trainee job description

The role is providing professional support to our employees within the General Ledger, Accounts Payable, Credit Collection, Controlling and Replenishment teams in order to gain solid knowledge of accounting, financial and other shared service processes. We offer you an excellent opportunity to use your theoretical knowledge of accounting and finance and to get a valuable experience from a pharmaceutical company and its international team in Prague.

What you will learn

- Prepare and review monthly balance sheet reconciliations including supporting explanations and ensure follow up on outstanding balances and taking corrective action
- Prepare journal entries and maintain general ledger records
- Complete monthly reconciliation of intercompany accounts and prepare intercompany invoices
- Cash allocation



- Complete credit card reconciliations, book the invoices, process travel expenses of employees
- Participate on other activities and projects that are realized in the teams

Requirements / Expectations

- Finance or economics student
- Strong written and spoken English, additional languages are an advantage
- Experienced Microsoft Excel user
- Very good numerical reasoning & analytical skills
- Team player willing to learn new things and support the others
- Proactive approach

What we offer

- Challenging job and an opportunity to get valuable working experience of complex finance
- Part-time job and option to work flexible with your University lectures (individual planning of availability)
- International and diverse environment
- Gaining knowledge in local accounting standards of EU countries, SAP knowledge
- Opportunity to participate on interesting projects
- Training and support for your further development
- Attractive remuneration and other benefits (meal vouchers, cafeteria – sports, travel and other)
- Possibility of future long term employment

Guerbet is a global leader in medical imaging.... So imagine your career with us!

Please send your CV to HR.Prague@guerbet.com or vojtech.rohulan@guerbet.com if you find this offer attractive.