

Take Advantage of This Opportunity and Join Our Team in

## **Student position - Back Office and Finance Associate (m/f)**

**Interenergo** is an international energy company headquartered in Ljubljana and a part of Austrian Kelag Group. We're playing a crucial role in our region's shift towards cleaner energy solutions. From investing in, building, and operating renewable energy technologies to actively trading and providing tailored energy services, we're dedicated to driving this transition forward.

**Take the next step in your career and join the Interenergo team as a student assistant Back Office and Finance department. We are looking for a student interested in finance and electricity trading to support our business support team.**

Back Office department is responsible for the smooth execution of transactions and receivables related to our trading department, working closely with the trading department. The international working environment offers numerous career development opportunities in the financial-administrative field.

**If you are looking to develop your career in back office and finance, love working with data, are organized, precise, and analytical, and enjoy team collaboration, this position is perfect for you!**

### **Your responsibilities**

- Reviewing trading contracts and maintaining records in the trading system.
- Reviewing and managing records related to transactions involving derivative financial instruments.
- Issuing invoices and reviewing received invoices.
- Preparing data and reports.
- Other administrative tasks related to supporting electricity trading.

### **Your key attributes and qualifications**

- Level VI. education in economics, finance/accounting, or a related field.
- Experience in back-office operations.
- Strong organizational and communication skills, with enthusiasm for teamwork.
- Analytical skills and attention to detail.
- Proficiency in MS Excel and openness to using and learning new software.
- Fluent knowledge of English; knowledge of Croatian or Serbian is an advantage for candidates.

## Why join us

- An established company part of Austrian Kelag group, with strong ties across 7 markets in South-eastern Europe.
- International work setting.
- Open communication and collaboration.
- Emphasis on ongoing learning and personal growth.
- Internal recreational program offering a range of activities including fitness sessions, squash matches, and skiing tournaments.
- Option to use the Group's holiday accommodations in Carinthia, Austria.

**We Are Expanding Our Team!** If you do not see yourself in the described responsibilities and experiences but have relevant experience and a strong desire to develop your career at Interenergo, we want to meet you.

We invite you to send us your applications with the attached CV no later than **30.03.2025** by e-mail to: **info@interenergo.si** or by regular mail to: **Interenergo, d.o.o., Gosposvetska cesta 11, 1000 Ljubljana.**