



FINANCE & ACCOUNTING INTERN

3 OR 6 MONTHS | INTERNSHIP ALLOWANCE AT RM1,000

WHO ARE WE?

VoxEureka is an award-winning digital communications consultancy, with **VX**, its sister agency-operating as a full-service, data-driven digital media agency based in **Subang Jaya, Malaysia**. Our mission is to redefine reputational storytelling, helping organisations and brands shape, discover, and amplify their brand voice through inspiring, integrated ideas.

#MyVoxFam is comprised of over **80** media, digital, content, creative professionals. We work with some of the world's most pronounced brands - BMW, TikTok, CelcomDigi, The Coffee Bean & Tea Leaf@ Malaysia, Unilever, Sunway, Michelin, OPPO, Luno and many others.

WHO ARE WE LOOKING FOR?

We are looking for a **Finance & Accounting Intern** who is meticulous, dependable, and eager to gain hands-on exposure in a fast-paced agency environment. This role is ideal for someone who's young at heart, enjoys working with numbers, maintaining accurate records, and supporting financial operations behind the scenes.

The agency environment moves quickly and requires adaptability and ownership. We value individuals who are responsible, detail-oriented, and willing to contribute beyond their core scope when needed. This internship is **open to students** currently pursuing a diploma/degree in Accounting, Finance, Business, or related fields, as well as **recent graduates** seeking practical industry experience.

WHAT YOU WILL DO:

Assist with bookkeeping and maintaining financial records

- Recording customer and supplier details into XERO
- Support accounts payable and accounts receivable processes
- Help with basic bank reconciliations
- Maintain organized financial documentation and files
- Support month-end closing activities as required
- Track all quotations received
- Help with general office admin work
- Organise files, contracts and vendor documents

WHAT WE ARE LOOKING FOR:

- **Educational Background:** Currently pursuing or recently completed a diploma/degree in Accounting, Finance, Business Administration, or a related field.
- **Basic Accounting Knowledge:** Understanding of fundamental accounting principles, bookkeeping processes, and financial documentation. Familiarity with XERO is plus.
- **Technical Skills:** Proficient in Microsoft Excel and comfortable working with accounting systems and financial data.
- **Attention to Detail:** Highly detail-oriented and accurate when handling numbers, data entry, and reconciliations.
- **Organizational Skills:** Able to manage multiple tasks, maintain proper documentation, and meet deadlines efficiently.
- **Analytical Ability:** Capable of identifying discrepancies and supporting basic bank reconciliations and month-end processes.
- **Team Player:** Willingness to collaborate across departments and support the finance team as needed.

Schedule: Monday to Friday, 9:30am – 6pm

Office Address: 10-1 10-1, Jalan SS 19/5b, Ss 19, 47500 Subang Jaya, Selangor

Check us out here:

voxeureka.com

www.fb.com/voxeureka

www.instagram.com/voxeureka

Send your resume and apply at interns@voxeureka.com