



Toyota Inchcape Internship Opportunity

We are excited to announce that we are now accepting applications for our **Local Inchcape Internship Programme**. This is a **9 months programme** ideally starting in **July**.

Throughout this paid programme you will be provided the opportunity to work in our multinational diverse business where you will gain valuable insight into our culture and organisation. During your placement you will not only contribute to a real working environment and take on real responsibility technical training and business skills will be a core part of your programme, you will learn from experts in our business through comprehensive support and training that we offer, our promise is that you will leave us with a strong understanding of the professional world and how we operate.

This particular programme will give you the opportunity to work with our Finance team in Inchcape Toyota Romania, where we are handling some of the top-rated financial platforms: SAP (ERP Distribution), Navision(ERP Retail), BlackLine, Treasury Intelligence Solutions, Concur, Smartsheet, etc.

What you'll be working on

During your internship you will become a member of the Finance & Accounting team to support the day by day activity. Your activities will include:

- ✓ Posting the invoices received from our suppliers in SAP
- ✓ Recording the travel expenses
- ✓ Monthly reporting of Customer Ageing
- ✓ Monthly Accruals for various kind of operating expenses (utilities, IT, insurance etc.)

- ✓ Monthly reconciliation of prepayments
- ✓ Monthly analysis and reconciliation of the allocated accounts.

What YOU will gain from this programme

We appreciate that this may be a new environment for our students so we will provide you with a mentor who will be there to provide guidance on your work, give feedback on your key deliverables and look to remove any barriers that you come across ensuring that we are enabling you to really drive your career.

You can also take advantage of:

- Becoming part of a diverse and passionate team of professionals and a member of Inchcape Early Careers network.
- Gaining valuable finance experience across Inchcape Romania and exciting automotive industry.
- Developing your competences through using the best IT solutions and exposure to world class automotive manufacturer.
- Competitive remuneration package.

What does a great intern look like?

We are looking for driven individuals that would approach the programme with the passion and willingness to achieve great things, it would be great if you have the following too.

- ✓ Undergraduate or postgraduate degree, preferable Accounting/Finance.
- ✓ Have the ability to work agile.
- ✓ Flexible, adaptable and able to think quickly.
- ✓ Proactive, with experience of being a self-starter and has a willingness to learn, taking a result focussed, collaborative, diplomatic and flexible approach to your work.
- ✓ Forward thinker, curious and proactive – always looking for ways to do things better.
- ✓ Strong analytical and problem-solving skills, with demonstrated intellectual and analytical rigour with high attention to detail.
- ✓ Personal presence and ability to clearly communicate compelling messages to our stakeholders.
- ✓ Highly proficient in Microsoft Office packages, comfortable working with data and insights while also building presentations.
- ✓ Ability to communicate in English.

Interested? If this sounds like an opportunity that you would be like to be part of, please email your CV and mark in the header **Intern opportunity Romania** to HR@toyota.ro.

About Inchcape

Inchcape is one of the world's largest independent automotive distributors and retailers. Our core purpose is to manage the end-to-end distribution logistics and customer experience for the best car brands in the world. We work on behalf of brands including BMW, Mercedes, Jaguar-Land Rover; VW Group (VW, Audi and Porsche); Toyota/Lexus and Subaru.

Founded in 1847, we are listed on the London Stock Exchange and have 15,000 employees in 34 markets across Asia, the Pacific, South America, Africa, and Europe.

Our core business is distribution in emerging markets, whereby we are exclusively responsible for an auto

manufacturer's sales and brand from the factory gate to the end sale in a specific country. This includes logistics, advertising & marketing, customer experience and retail.

Toyota Romania is the importer and distributor of the Toyota & Lexus Brands and part of the Inchcape Group. Toyota Motor Corporation granted Toyota Romania the status of National Marketing and Sales Company (NMSC) for the entire Balkan region, respectively the coordination of both Romania and Bulgaria, the Republic of Macedonia and Albania.

We are not just an automotive company, there is so much more to our industry than most can possibly imagine, beyond our most important customer facing roles, there are hundreds of different teams offering a variety of different career paths at Inchcape.

