

## Finance Intern [IDA: 00050]

### Your tasks

#### Claims Processing

- Review and verify travel and non-HR related staff claims for accuracy and compliance.
- Review booking details in Travel & Expense reports and send weekly reminders to travellers to submit outstanding claims.
- Perform audit checks to identify potential duplicate claims in the legacy system using Travel & Expense reports.
- Reconcile cash advances against SAP reports.
- Perform journal entries preparation for SAP postings related to expense claims.

#### Policy Compliance

- Ensure all claims adhere to internal travel and expense policies.
- Review audit findings to identify and address inconsistencies in computations
- Escalate discrepancies or non-compliant submissions.

#### System & Reporting Support

- Use ERP system, internal portals to process, track, and reconcile claims.
- Maintain organized digital records and filing systems. (Important task)

#### Communication & Training

- Liaise with employees to clarify claim submissions and provide guidance.
- Coordinate with relevant departments to ensure alignment on policy updates
- Create a short instructional video on how to submit an expense claim & sharepoint updates tasks.

### Your profile

- Degree/Diploma holder or equivalent
- Meticulous and good interpersonal and communications skills.
- Self-motivated, proactive and have initiative
- High-level of integrity, takes accountability of work and good working attitude.
- Able to work independently with minimal supervision
- Basic book-keeping & video editing knowledge will be a bonus.

### Our offer

All your information will be kept confidential according to EEO guidelines.



Job ID  
**REF3436A**

Field of work  
**Finance and Controlling**

Legal Entity  
**Continental Automotive  
Singapore Pte. Ltd.**

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## **About us**

AUMOVIO SE was founded in 2025 as a spin-off of Continental AG. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. AUMOVIO SE generated sales of EUR 19.6 billion in the fiscal year 2024 and employs around 93,000 staff in more than 100 locations globally. The company is headquartered in Frankfurt, Germany.