**Company Description**

2021.AI is an ambitious next generation company focused on maximizing business value for our client’s digital transformation based on artificial intelligence. Our vision is to build trust between business users and the new insights that advanced technology delivers to help augment their ability to improve their business decisions.

We use our own technology to achieve a simple and efficient deployment of Artificial Intelligence, machine learning and data sciences, guiding organizations away from processes that rely on legacy technology, disjointed tools and intensive engineering support. Our 2021.AI artificial intelligence [advanced technology](http://www.2021.ai/advanced-technology/)platform offers everything our client needs, allowing organizations to manage their team’s collaborations across heterogeneous infrastructure efficiently.

**Job Description**

You will be a part of a growing team of other students that will also be a running part of planning and completion of different practical responsibilities, like client events and others. Your main responsibility will bring together all the practical economy – and financial elements in the business to ensure precise control of these. We use PwC for our accounting, so a part of your role will keep a continuing dialogue with PwC to ensure effective accounting of all sorts.

**Responsibilities:**

* Invoices for clients, along with setting up a new process for this
* Handling of all incoming finances, along with dialogue with PwC
* Budgeting and liquidity budgeting (we are using Budget123)
* Monthly reports and budget follow up, hereunder operational and financial performance
* Ad-hoc economic analysis for the executives
* Handling of petty cash
* Handling of budget with our Indian partner, along with follow-ups and reports from our Ukrainian sister company
* Structuring of all contracts, including hiring contracts, customer contracts, and delivery contracts
* Ordering of office supplies, furniture and other things.

**Qualifications**

* Mathematical Acumen
* Detail-focused
* Willing to learn new programs, processes and technology.
* Professionalism in communication, both written and oral.
* Ability to get tasks done with minimal resources and support.
* Relationship building skills.
* Capable of working in a team