IMPACT HUB Bucharest

Junior Finance Executive

Location: Impact Hub Universitate, Bucharest

Area: Finance Department

Contract type: Part-time (4h per day), with a flexible schedule compatible with university classes

Position summary

We are looking for a junior finance colleague, ideally a student in Finance, Accounting or Economics, who wants to get hands-on experience in a real finance team. The role supports the Finance Department with day-to-day administrative and basic accounting tasks: documents, files and recording client payments. No previous work experience is required; we will teach you the rest.

Impact Hub Bucharest

Since its launch in 2012, Impact Hub Bucharest has pioneered collaborative spaces for entrepreneurs and freelancers in Romania. We are a 100% local business that supports startups, professionals, NGOs and corporations through coworking spaces, event venues and acceleration programs. We are part of the global Impact Hub network, with a community of 17,000 members in 50+ countries and more than 100 locations worldwide.

The qualities we are looking for

- Attention to detail and care with numbers
- Organized, reliable and able to follow procedures consistently
- Curious, proactive and eager to learn how a finance department works
- Comfortable asking questions when something is unclear
- Team player with a positive attitude

The responsibilities include

- Record client payments (collections) in internal tool and keep client balances up to date
- Organize, file and archive financial documents (invoices, contracts, receipts), both physical and digital
- Prepare and update document folders for the finance team
- Enter and check basic data in Excel spreadsheets

- Help with simple reconciliations between bank statements, invoices and recorded payments
- Send payment reminders to clients and follow up on overdue invoices
- Scan and upload documents to shared folders, named and sorted correctly
- Support the team with general administrative tasks: scanning, printing, sorting mail and correspondence

The experience we are looking for

- Student at ASE (Bucharest University of Economic Studies) or another Faculty of Accounting, Finance or Economics
- Previous internship in finance or accounting is a plus, but not required
- Basic Excel skills and comfortable with Microsoft Office (Word, Outlook)
- English: intermediate or better

What we offer

- Real, hands-on experience in a finance department, a solid first step in your career
- A flexible schedule that works around your classes and exams
- Mentoring from an experienced finance team
- A diverse, energetic community of entrepreneurs, startups and organizations
- Formal and informal opportunities for training and development

How to apply

Send your resume to finance@impacthub.ro with the subject line **Junior Finance Executive.** In the email, tell us briefly why you would like to work with us, what you are studying and how many hours per week you are available.