**Ford Romania Intern Program**

**Internship Work plan**



|  |  |  |  |
| --- | --- | --- | --- |
| **Function Name:** | Operational Accounting | **Supervisor Name:** | CARMEN ROSCA |
| **Department Name:** | Payables | **Supervisor CDSID:** | CROSCA |
| **Assignment Location:** | Craiova | **Supervisor Position#:** |  |
| **Project Description** | | | | |

To be part of Operational Accounting team and contribute to the company’s operational transactions. Develop a proper communication with the domestic and foreign suppliers.

|  |
| --- |
| **Measurable Objectives** |

* Reducing the number of the invoices not processed due to various reasons.
* Improving the metrics from the consolidated payables reports related to Ford Romania and Ford Austria

|  |
| --- |
| **Expected Major Contributions** |

* Communicate with the domestic and foreign suppliers related to issues that can appear in the payment process.
* Verify the accuracy of the documentation provided by the suppliers in order to have their invoices approved on time (invoice details, invoice back-up, status of invoice approval).
* Communication with Ford Business Service Center (FBSC) ANF Ford Austria teams in order to solve the supplier’s payment issues on time.
* Understanding the payables accounting and metrics.
* Process the invoices for Ford Austria

|  |
| --- |
| **Expected Benefits to Intern** |

* Developing communication skills (in Romanian and English).
* Gain experience in analyzing the accuracy of the documents (compliance with Romanian and Ford requirements.
* Understanding the business needs and how to use the available tools and system to meet the business requirements
* Understand the payables accounting.
* Learn to prepare balance confirmation with the suppliers.

|  |
| --- |
| **Intern Qualifications (schooling, work experience, major)** |

* Must be studying for Economics or Business related degree.
* Good English, communication and MS Excel skills required; German language would be an advantage
* Demonstrate ability to apply critical thinking skills to important issues.

**Ford Romania Intern Program**

**Internship Work plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Function Name:** | Operational Accounting | **Supervisor Name:** | Viorica Badoiu |
| **Department Name:** | Receivables | **Supervisor CDSID:** | VBADOIU |
| **Assignment Location:** | Craiova | **Supervisor Position#:** |  |
| **Project Description** | | | | |

* To be part of Operational Accounting team and contribute to the company’s operational transactions. Develop a proper communication with the domestic and foreign customers.

|  |
| --- |
| **Measurable Objectives** |

* Improving the cash collection and reducing the age of receivables for Ford Romania and Ford Austria
* Improving the metrics from the consolidated receivables reports related to Ford Romania and Ford Austria

|  |
| --- |
| **Expected Major Contributions** |

* Communicate with the domestic and foreign customers related to issues that can appear in the collection process.
* Communication with Ford Business Service Center (FBSC) and Ford Austria teams in order to solve the customer’s issues on time.
* Perform the cash application for the invoices issued by Ford Romania and Ford Austria
* Review the receivables age and credit limits with the European team of Controller Finance
* Understanding the receivables accounting and metrics.

|  |
| --- |
| **Expected Benefits to Intern** |

* Developing communication skills (in Romanian and English).
* Gain experience in analyzing the accuracy of the documents (compliance with Romanian and Ford requirements.
* Understanding the business needs and how to use the available tools and system to meet the business requirements
* Understand the receivables accounting.
* Learn to prepare balance confirmation with the suppliers.

|  |
| --- |
| **Intern Qualifications (schooling, work experience, major)** |

* Must be studying for Economics or Business related degree.
* Good English, communication and MS Excel skills required; German language would be an advantage
* Demonstrate ability to apply critical thinking skills to important issues.