

Finance and Vendor Student Assistant

Physical Security at Danske Bank keeps our people, buildings, and assets safe across the Group. As Finance and Vendor Student Assistant, you will sit at the heart of how that work is funded and managed, helping to keep budgets accurate and vendor relationships running smoothly. This is a great opportunity to build practical finance and coordination skills in a structured, supportive environment.

What you will be doing

You will join the Physical Security department, a close-knit team that manages security standards and operational requirements across the Group. Working alongside the Financial Controller and collaborating with Procurement and Facility Management, you will ensure tracking of costs, invoice control and approval, and vendors are well-supported. Your work will directly support the departments ability to plan and deliver security services reliably across multiple countries.

More specifically, you will:

- Build, maintain, and track monthly and yearly budgets and spendings using datasets and spreadsheets to track and forecast.
- Analyse costs across budget pools, countries, and vendors, flagging variances and faults
- Verify invoices for accuracy, pricing, service descriptions and unit deliveries, and potential duplicates
- Coordinate invoice corrections, credit notes, and site updates with vendors and internal teams
- Support internal and external stakeholders on projects covering contracts, invoicing changes, and cost savings

About you:

To excel at this job, the following qualities are beneficial:

- budgeting, cost tracking, or financial administration
- Comfortable working with numbers and identifying discrepancies in data
- Clear and structured communicator in Danish and English, written and verbally
- Ability to manage multiple tasks and deadlines in an organised way
- Collaborative mindset with a willingness to learn and adapt to new processes, systems, and topics

Experience within procurement, finance or vendor management, or having used financial tools such as Excel, Dynamic 365, Apptio or similar programs is an advantage.

We encourage candidates who are building their careers and looking for a role with real responsibility from the start to apply.

What we offer you

You will work in a supportive team where guidance and mentorship are part of everyday working life. We operate a hybrid model, with three to four days per week in the office, giving you a balance of collaboration and flexibility. This role offers a genuine opportunity to develop your skills in finance, vendor coordination, and cross-functional working within a large international organisation.

Are you ready for the next step?

If this sounds like the right move for you, please do not hesitate to get in touch. You are welcome to contact hiring manager Peter Frederik Littau at PLIT@danskebank.dk with any questions before applying.

We review applications on an ongoing basis, so we encourage you to apply as soon as possible or by 23 November 2026 at the latest.

We look forward to hearing from you!

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Danske Bank	**Ansøgningsfrist**	**Kontaktperson**
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