

FINANCE INTERN

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative, which was created in 2010 to facilitate the development of information tools and products that enhance the capacity of aid actors to make evidence-based decisions in emergency, recovery and development contexts. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote-sensing which operate in 16 countries. IMPACT staff effectiveness are expected to REACH 130 by the end of 2017. For more information visit: <http://www.impact-initiatives.org/>

We are currently looking for a Finance Intern to support the IMPACT Initiatives team in Geneva.

Title:	Finance Intern
Duration:	6 months
Start date:	ASAP
Location:	Geneva - International Environment House
Remuneration:	1'050CHF/month

SUPERVISION

Under the supervision of the Chief Finance and Admin. Manager, the Finance intern is overall responsible for maintaining an internal control environment in compliance with the financial, HR and procurement policies and guidelines of IMPACT.

In addition, she/he will provide more specific support to the Finance officer with regards to the monthly accountancy, payments and financial follow up.

FUNCTIONS

1. Support of the Accounting Unit:

- Preparation of expenses supporting documents
- Reallocations of expenses on accounting software
- Preparation of invoices and cash requests to be submitted to donors
- In charge of the instalments follow-up

2. Support of Financial Follow-Up Unit

- Preparation of financial sheets upon projects signature
- In charge of the financial sheet, Budget Follow-Up (BFU) and reports follow up
- Support in the analysis and review of the budgets for ongoing projects
- Support in the preparation of financial reports

REQUIREMENTS

- Studies in Finance / Audit / Accounting / Statistics or equivalent (Level Master 1 minimum)
- French spoken and written fluently with very good knowledge of English;
- Capacity to work independently and under pressure;
- Organized person, with attention to detail and rigor;
- Interest in the humanitarian field;
- Perfect knowledge of MS Word, Outlook and Excel
- Previous experience in Finance preferable

HOW TO APPLY

Please send, in English, your cover letter, CV and three references to jobs@impact-initiatives.org

Ref: 18/HQ/FININT01

Please indicate the reference in the subject line of your email.

Only shortlisted candidates will be contacted.