

Terms of Reference

FINANCIAL CONTROL 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 20 countries. IMPACT staff effectiveness are expected to REACH 170 by the end of 2018. For more information visit: <http://www.impact-initiatives.org/>

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

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

SUPERVISION

The Financial Control Intern will be supervised by the Financial Control Officer.

DUTIES & RESPONSIBILITIES

The Financial Control Intern will support the team in the financial follow-up of all ongoing projects.

This implies the support of the Financial Control Officer in the following tasks:

Budgeting:

- Preparation and review of project budgets in coordination with IMPACT Country Focal Points, IMPACT Head of Grants Management and ACTED, IMPACT's partner
- Preparation and review budget amendments

Budget follow-up:

- Drafting of project financial sheets for validation
- Analysis and review of the budget follow-up tool (BFU) for ongoing projects together with IMPACT country focal point and any concerned staff
- Ensure proper allocations of all IMPACT costs in BFU's, in alignment with the allocation tables planned with IMPACT country focal points
- Provision of advice to IMPACT country focal point of any financial matter as needed

Financial reports:

- Preparation of financial reports of ongoing projects as per donor guidelines and deadlines

Other:

- Responsible for updating the follow up files, as well as the dashboard
- Other *ad hoc* missions to support the Financial Control Officer or the Head of Finance and Administration

REQUIREMENTS

- ❖ Enrolled in studies in Finance / Audit / Accounting / Statistics or equivalent (Level Master 1 minimum)
- ❖ Fluent in French and 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

HOW TO APPLY

Application documents: Curriculum Vitae and cover letter and two references

Submit applications to: jobs@impact-initiatives.org

Ref: 18/GEN/FCINTERN01

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

Only shortlisted candidates will be contacted.