

Job description

FINANCE INTERN – ACCOUNTING IN GENEVA

(Reference: 19/HQ/FIACC01)

BACKGROUND ON IMPACT AND REACH

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 effectives are expected to REACH 200 by the end of Q2 2019. For more information visit: <http://www.impact-initiatives.org/> "

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

Department: Finance
Position: Finance Intern - Accounting
Contract duration: 6 months
Location: Geneva - International Environment House
Remuneration: 1'050CHF/month
Starting Date: ASAP

POSITION PROFILE

SUPERVISION

Within the Finance Team, the Finance Intern will be supervised by the Finance and Accounting Officer.

FUNCTIONS

The Finance intern - Accounting will be responsible of the following tasks:

1. Support the Finance and Accounting officer in the preparation of daily and monthly journal entries:
 - Preparing and reviewing invoices from suppliers and related supporting documentation
 - Interacting with suppliers by phone and email
 - Processing employee reimbursement requests
 - Interacting with employees on expense claims
 - Interacting with the HR dept. for the administrative requirements linked with wages payment
 - Reviewing and filing all payment related documentation

2. Support the Finance and Accounting officer in the preparation of monthly reconciliations:

- Checking ageing balances of third party accounts
- Reconciling bank and cash accounts balances with related statements
- Restating the accounting data with the analytical breakdown
- Creating and updating financial reports

3. Other duties to support the team

- Contributing to identifying in-efficiencies in the process in order to improve the processes, and assisting in implementing financial accounting processes, procedures, and internal control checks
- Preparing invoices to be submitted to external partners, as relevant
- Carrying out administrative duties such as filing, photocopying, composing correspondence, posting correspondence by mail and recording minutes at meetings

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;
- ❖ Perfect knowledge of MS Word, Outlook and Excel
- ❖ Ability to handle sensitive and confidential information
- ❖ A previous experience with an accounting software is a bonus

For more information, visit us at <http://www.impact-initiatives.org>