

FINANCIAL CONTROL INTERN IN GENEVA

(Reference: 21/HQ/FCI)

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. 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: Financial Control Intern
Duration: 6 months
Start date: ASAP
Location: Geneva
Remuneration: 1'150CHF/month

SUPERVISION

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

DUTIES & RESPONSIBILITIES

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

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

Budget follow-up / Staff Allocation Tables:

- Drafting of project financial sheets for validation. Financial sheets are the translation of the budget of projects in the IMPACT template, and serve as the basis for budget follow up tools.
- Analysis and review of the budget follow-up tool for ongoing projects together with IMPACT country focal point and any concerned staff
- Ensure proper allocations of all IMPACT costs in BFUs, 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 deadlines and requirements

Other:

- Responsible for updating the follow up files, as well as the dashboard

- Other *ad hoc* missions and analysis to support the Financial Control Officer or the Head of Finance

REQUIREMENTS

- Studies in Finance / Audit / Accounting / Statistics or equivalent
- Fluent in English, French is desirable
- 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