

Accounting and Audit Intern

(Reference: 26|HQ|AAI03|

BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for an Accounting and Audit Intern to support our team in Switzerland:

Department: Finance and Administration

Position: Accounting and Audit Intern

Contract duration: 6 months

Location: Geneva

Starting Date: January 2027

POSITION PROFILE

Under the supervision of the Deputy Head of Finance, the Accounting and Audit Intern is responsible for supporting the Finance & Admin Unit from Geneva in the monthly tasks of the accounting cycle, in the collection, control and preparation of supporting documentation for external audits, while maintaining the databases up to date.

RESPOSIBILITIES

The Accounting and Audit Intern responsibilities include:

PAYMENT VOUCHERS

- Contribute in the preparation of payment vouchers, making sure that all supporting documentation is available and coherent
- Account for the Payment Vouchers in the accountancy once the Payment Vouchers have been validated

MONTHLY ACCOUNTING CYCLE SUPPORT

- Preparation of import files that will be booked in the accountancy as expenses
- Examples of entries are travel invoices, reimbursements expenses & monthly salary associated costs

EXTERNAL SCREENING

- When requested, screen staff, partners, suppliers or any entity that may start a relationship with IMPACT Initiatives
- The screening process ensures that IMPACT Initiatives is only engaging with entities with clean records

COLLECTION & CROSS CHECK OF SUPPORTING DOCUMENTS FOR AUDIT

- When requested, collect & cross check all supporting documentation available for the sample received.

The Accounting and Audit Intern will maintain the strictest confidentiality on all data collected and related processes. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners or collected during his/her assignment with IMPACT.

REQUIREMENTS

- **Software skills** Proficient knowledge of Microsoft office package, notably Excel;
- **Communication/reporting skills** Excellent verbal and written communication skills for effective reporting required;
- **Academic qualifications** Master's degree or equivalent in a relevant discipline (e.g. Finance, Business Administration, etc.);
- **Language skills** Fluency in English required, French is a plus.

COMPENSATION AND BENEFITS

- For this position, gross salary is 1'450 CHF monthly (before income tax). NB – IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education and experience of staff. A contribution to medical insurance of 520 CHF per month is already included in the salary figure.
- Insurance covering professional and non-professional accidents throughout the period of employment with IMPACT
- Health insurance, life insurance and repatriation assistance in case of field visits/temporary deployments
- Enrolment in IMPACT Initiatives Research Foundational Learning Programme within the first 3 months from the start of contract.
- Up to 40% of remote work on a weekly basis.