**Job Description**

**Finance Intern – Geneva**

LAW is an independent, non-profit organization comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We focus on gender equality and sexual and gender-based violence, rule of law and accountability and transformative justice, working to bring justice to those who need it most. LAW’s work has received international media coverage, including the New York Times, BBC, Reuters, AP, the times of London, the Guardian, Al Jazeera, France24, Voice of America, Huffington Post and Foreign Policy.

We are looking to recruit a highly motivated individual, with skills in financial accounting. This is a unique opportunity to learn and work in an international human right organisation. You will report to the Finance Officer and work closely with the Finance teams based in Geneva and field offices to strengthen LAW’s financial and administrative procedures.

**MORE ABOUT THIS POSITION**

**Where?** The position will be based at LAW’s Headquarters in Geneva Switzerland. You must have the legal right to work in Switzerland.

**Duration?** To qualify for this internship, applicants must be currently enrolled in a university programme. This position is funded for 6 months flexible hours to suit a student with their academic studies and gaining work experience.

**Salary:** 2500 CHF per month, pro-rated for working less than full-time (40 hours per week).

**Role Overview and responsibility:**

The Finance Intern will work closely with the Finance Team and provide support in preparing financial reports, verifying bank transfers, reconciling bank transactions, ensuring financial compliance, and documentation. The postholder will perform duties in accordance with the responsibilities outlined below:

**Finance Accounting**

* Support with preparing of financial reports;
* Collating and preparing supporting documents; payroll; quotations; time sheets;
* Scanning documents and filing accurately;
* Preparing excel documents for financial transaction and uploading payments for approval and validation;
* Verification and entry of payments by bank transfer and office expenditures made by other means (cash, credit card, Western Union, etc.);
* Support with providing required documents in preparation for audits across LAW’s field offices;
* Support with various financial, administrative and compliance matters;
* Reconciliations, including bank, balance sheet and intercompany;
* Prepare monthly time sheets for grant funded projects and for HQ staff members;
* Monitor and verify expenses reports; collate receipts; check expense reports for staff and global consultant.

**Administrative Support**

* Conduct compliance searches and validation and vetting of suppliers;
* Coordinating and maintaining inventory / asset register for the Geneva office and the field offices.
* Provide ad hoc support to the HQ Finance team;

Any other duties as specified by the Finance Team.

**About you:**

* The legal right to work in Switzerland
* Be enrolled in, a graduate school programme (second university degree or equivalent, or higher);
* Bachelor's degree in finance and accounting or professional qualifications with equivalent experience;
* Minimum 1 year's relevant experience in a similar role within an I/NGO in a finance team, administration, or procurement;
* Demonstrated experience including Financial Management, Accounting and Budgeting.
* Knowledge of International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) is preferred
* Experience in contextualized and organized review of financial data
* Excellent interpersonal skills, including the ability to maintain collaborative relationships with people from diverse national and cultural backgrounds, across several time zones;
* Strong organisational, prioritisation, and time-management skills;
* Proficiency knowledge in Microsoft Office applications with specific advanced skills ins MS Excel (Pivot, Tables, Formulas);
* Attention to detail, ability to organize paperwork in a methodical way
* Excellent communication skills, including fluency in English;

**How to Apply**

If you are an exceptional individual who is passionate to make a difference, we would like to hear from you. Please submit your CV and cover letter ***(CVs and cover letter should be saved as Full Name\_CV and Full Name\_Cover Letter)*** outlining how your previous experience and skills match this role (neither exceeding 2 pages of A4) to: recruitment@legalactionworldwide.org. The heading of the application should read **‘Finance Intern- Geneva’.**  The deadline for applications is on a rolling basis until **26th April 2024.**

At LAW we are strengthened by the diversity of our colleagues reflecting the people and communities that we represent and support. Our team includes many nationalities with diverse professional backgrounds, skills and knowledge. This enables us to deliver and understand the cultural and political contexts on the ground and to tailor our support effectively and appropriately.

To learn more about LAW please visit our website: **www.legalactionworldwide.org.**