

## **ISHR internship for Finance and Administration team Fluent English/French Speaker**

The International Service for Human Rights (ISHR) is a Geneva and New York based human rights non-governmental organisation (NGO) that specialises in providing training, information, advice and advocacy on international and regional human rights procedures, for the benefit of human rights defenders worldwide. Please see [www.ishr.ch](http://www.ishr.ch) for further information.

**ISHR is looking for an enthusiastic finance and administrative intern for its office in Geneva.  
Starting as soon as possible.  
Duration: 6 months.**

The finance and administration team offers an internship to work on various finance projects to support the activities of the organisation. The intern will provide assistance to the finance officers and carry out tasks such as tracking the funding, expenditure and balance of budgets, updating monthly reports, preparing monthly payments, ensuring regular bookkeeping and managing petty cash. The intern will also contribute to the implementation of new procedures related to finance and analytical accountability. The intern will be expected to share in general office and administrative tasks and other ad-hoc duties as requested.

### **To be considered, applicants should:**

- Have a background in finance and administration.
- Have a good command of Word and Excel. Knowledge of accountability software would be an asset.
- Be fluent in English and French.
- Be able to multi-task and work under pressure to meet tight deadlines.
- Be flexible.
- Be motivated to work in a multi-cultural environment.

### **Please note:**

This is an unpaid internship.

Travel costs, travel arrangements, and living accommodations are the responsibility of the intern. ISHR covers the cost of the Geneva public transport card and visa fees. ISHR also offers a strong professional development and training plan.

### **Application details:**

Please submit your CV and cover letter, including a clear indication of your availability (starting date and ending date of internship) to [j.pervangher@ishr.ch](mailto:j.pervangher@ishr.ch) by 26 August 2011.