

Vacancy:



Finance Intern

Duration: 6 months (May - October 2015)

Based: Geneva, Switzerland

Reports to: Finance Manager

Applications close: 31 March 2015

ISHR is an independent, non-profit organisation with offices in Geneva and New York. Our work aims to support human rights defenders, strengthen human rights systems and lead coalitions for human rights change. For more information, consult our website www.ishr.ch.

The Administration and Finance Intern will have the opportunity to work closely with a dynamic not-for-profit organisation and gain supportive training and experience in the area of office management, financial management, reporting and human resources.

Key tasks

- Assist in planning programme activities;
- Assist with the Budget allocation & report;
- Grant proposals: update income streams;
- General accounting and related activities and status reporting;
- Financial analysis of programme activities.
- Assist in human resources related finances

Training and Opportunities

- Gain experience in accounting and non-profit management;
- Staff meetings which include presentations from ISHR staff members on current activities and their own experiences. Interns play an integral role in those meetings by presenting their work to the staff members;
- Opportunities to interact with human rights defenders, diplomats or other UN and NGO professionals;
- Comprehensive induction;
- Individual supervision and mentoring.

Requirements

To be considered, applicants should:

- be a student or a graduate in Finance, Business Management or any related field;
- have strong written, verbal, and analytical skills in English and French;
- have good knowledge in Microsoft Office;
- have an interest in human rights issues;
- be able to work in an international and multicultural team and be a team player.

Salary

This is an unpaid internship. ISHR shall ensure the interns are provided with an initial detailed briefing regarding living and working in Geneva, as applicable. ISHR pays for the monthly public transport pass in Geneva, as well as compulsory accident insurance.

Applications

Please submit a cover letter and curriculum vitae by email to internship@ishr.ch by 31 March 2015. Please indicate for which vacancy you are applying. You also need to complete the application form, downloadable [here](#). Incomplete applications will not be considered.