

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNSHIP VACANCY NOTICE

Title of Position: Finance and Accounting Internship (2 positions)
Category & Level: Internship
Location: Accounts and Financial Service
Division of Financial and Administrative Management (DFAM), Global
Service Centre, Budapest
Effective date: 1 February 2022
Duration: 6 months
Closing Date: **19 November 2021**

Reference: DFAM-01/2021

UNHCR, the UN Refugee Agency, is offering a full-time internship with the Accounts and Financial Service, Division of Financial and Administrative Management (DFAM), at UNHCR Budapest.

Established in December 1950, UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for asylum seekers, refugees, returnees, internally displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR currently operates in over 130 countries, using its long expertise to protect and care for millions.

ORGANIZATIONAL CONTEXT

Reporting to the Deputy Controller, Global Finance Service, the Accounts and Financial Section is responsible for management and control of finance and UNHCR accounts:

- Advising the management of financial operations and maintenance of the UNHCR accounts, including IPSAS accounting.
- Interpreting and elaborating on procedures for financial management and control; this requires maintenance of adequate internal financial controls as per Financial Internal Control Framework.
- Preparing the statutory annual financial statement of accounts for certification by the Board of External Auditors and for the Executive committee.
- Liaising with Auditors (Internal and External) and develop responses to audit queries with regards to UNHCR accounting procedures and policies.
- Recommending and formulating financial/accounting policies and procedures in line with UN financial regulations, which may require engagement in technical discussions on maintenance of UNHCR accounts, including with the UN Secretariat and other UN agencies.
- Ensuring the integrity and smooth functioning of workflows and processes within the Section.

THE POSITION

The intern will closely collaborate with staff members in AFS.

DUTIES AND RESPONSIBILITIES

Working with all Units of the Section (Accounts Payable, Accounts Receivable, Donor Reporting, Asset Management, General Ledger Accounting), the specific functions of the internship may include:

- Participating in the analysis and data clean-up required for the migration of data to the new ERP
- Processing assigned transactions and maintain accurate and complete financial records
- Carrying out month-end and year-end closing activities
- Participating in regular monitoring, verification, and assessment of key controls
- Supporting other activities of Units in AFS.
- Any other responsibilities deemed necessary or as delegated by the manager in order to meet the level of the services required in the Organization.

DESIRABLE MINIMUM QUALIFICATIONS AND REQUIRED SKILLS

- Completed at least two years of undergraduate studies in Accounting, Finance, Business Administration, Commerce, Public Administration, or a related field
- Excellent knowledge of English (written, oral and comprehension)
- Good computer skills and working knowledge of MS office applications/Excel data management
- Ability to deal with multiple tasks in a courteous and service-oriented manner in demanding working conditions that often have short deadlines
- Ability for analytical and creative thinking for rapid solution(s)
- Good communicator with strong interpersonal skills to deal with staff members of different cultural and educational backgrounds
- Strives to live up to high ethical and professional standards
- An outgoing personality and a team player with a service-oriented attitude

ELIGIBILITY

To be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

The candidate must be legally present in Hungary at the time of application.

CONDITIONS

The advertised internship is a full-time role (40 hours per week). The successful candidate will be either home-based or with the team in location, depending on the Back-to-Office plans of the given office.

ALLOWANCE

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses.

SUBMISSION OF APPLICATIONS

Interested candidates should submit their [Personal History Form \(PHF\)](#), its [supplementary pages](#) (if applicable), a CV and a motivation letter by email to hqdfambp@unhcr.org indicating "Application for Finance and Accounting Internship positions" in the subject by **19 November 2021**.

Only shortlisted candidates will be notified. No late applications will be accepted.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity. We welcome applications from candidates with a refugee or stateless background.

The successful candidate will be based at the UNHCR Global Service Center in Budapest, Hungary. Obtaining and renewing current visas and residence permits including all associated costs, are at responsibility of the intern.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).