



Terre des hommes

Helping children worldwide.

Finance & Admin INTERN

Terre des hommes Romania is recruiting a proactive, energetic, and organized Finance Admin INTERN, to join its team in Bucharest, to support in the implementation of its projects.

If you are looking for a meaningful experience that will make a lasting impact on the lives of children and youth, we want to meet you.

Start date as soon as possible

Contract 6 months, part-time.

Salary RON 1820 net, private health insurance, accident insurance

Location Bucharest office work

Deadline for application: 26 May 2024

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over four million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova, and Ukraine.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level. During the last years, the organization continued to build on its experience in Access to Justice (A2J) by piloting new methodologies in order to contribute positively to the personal development, rehabilitation and social reintegration of children and youth deprived of liberty, and by promoting restorative measures.

ROLE DESCRIPTION

The Finance intern will support in the development and implementation of policies and practices for financial management, accounting, internal controls, audits, archives and so on.

By getting hands on experience by working under the finance manager, s/he will be able to understand and follow the humanitarian financial aspects. S/he can practically apply his/her theoretical knowledge of financial laws, government policies and others in the day-to-day work at the organization.

MAIN RESPONSIBILITIES

- To collect, understand, process, verify and report accounting related information to the hierarchy;
 - Assist in the preparation of weekly, monthly accounting and financial reports;
 - Develop and utilise spreadsheets, databases, and other computer applications;
 - Enter information to the financial accounting system of the organisation;
 - Assist with the preparation of requirements in link with various audit exercise;
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- Assist in the archiving documents and files (paper and digital);
- Assist any finance team member with their tasks according to needs and in agreement with the supervisor.

Skills and Specifications

- Expertise in numbers and good math skills are very important
- Nice to have:
 - basic principles and practices of accounting and financial analysis,
 - be able to collect, evaluate and interpret data, in both statistical and narrative form
- Should be capable of preparing files and maintaining records and documentation
- Should have good written and oral communication skills (Romanian and English)
- Other skills required are related to problem solving, entering and verifying data, knowledge of computers, various software applications and standard office equipment

Education and Qualifications

Finance interns are students of business administration, management or accountants.

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to vacancy@tdh.ro

Please include “Finance Intern, your name and surname” in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
