



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Finance Intern (Accounting Unit)**
Duty Station : **Berlin, Germany**
Reference Code : **Intern-DE1-2019-01**
Classification : **MSA**
Type of Appointment : **3-6 Months; 40hrs/week**
Estimated Start Date : **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

Context:

Under the overall supervision of the Chief of Mission (CoM) and the National Resource Management Officer and under the direct supervision of the Senior Finance Assistant (Manager of the Accounting team), the Intern will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- In coordination with the supervisor, assists in scrutinizing supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedures, rules and regulations;
- Assists in carrying out daily financial transactions;
- Assists in carrying out payments of office expenses, project expenses and staff expenses;
- In coordination with the supervisor, assists in verification of the balances of IOM receivables and payables and that all expenses and revenues are duly charged to projects;
- Assists in the processes of the monthly and yearly accounts closures;
- Assists in the correct implementation of IOM Financial Regulations and Guidelines by applying the required internal control mechanisms;
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

Student or graduate; preferably in Finance, Economics, Business or Public Administration

Experience

- Experience in Accounting and Financial management would be an advantage;
- Knowledge of the institutional and technical aspects of Financial management including coordination and executing reporting requirements would be an advantage;
- Familiarity with International Accounting Standards (IAS) or International Public Service Accounting Standards (IPSAS) would be an advantage;
- High level of computer literacy in standard MS products with specific proficiency in MS Excel and previous experience with SAP.

Languages

Fluent knowledge of spoken and written English and German.
Knowledge of an official IOM language would be an advantage.

Required Competencies

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to HRDGermany@iom.int (max 5 MB). Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Contact

International Organization for Migration / Germany
Human Resources
Ms Lisa Rauscher
Email: HRDGermany@iom.int