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Internship Opening No.: ITC/IP/03/2025

Date: 15 November 2024

The International Trade Centre is looking for a:

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## Finance and Budget Intern

Division/Section:	Division of Programme Support, Financial Management Section
Type of internship:	Regular
Duty Station:	HQ, Geneva, Switzerland
Duration of assignment*:	6 months
Application period:	15 November 2024 – 22 November 2024

*\*The general rule is that internships are full-time. In case of part-time work authorised by OCPM, the hiring manager is responsible to ensure that work schedule and duration are adjusted as per the OCPM approval.*

## Terms of Reference (TORs)

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### **BACKGROUND:**

The Financial Management Section (FM) is a dynamic and results driven Section of the International Trade Centre (ITC). FM is responsible for the global financial operations of ITC. Its activities involve budgetary and financial management which include financial analysis, reporting, and financial risk management. The Section contributes to the global financial management agenda of ITC by promoting clear and strong financial reporting and analysis to ensure accountability and compliance with UN financial and administrative regulatory framework.

### **DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The position is located within the Financial Management Section. Under the overall guidance and supervision of the Chief of Finance and in close cooperation with other members of the team, the intern will perform the following duties:

- Working on researching, drafting and data collection for the Finance Departments policies and standard operating procedures
- Conducting research on prospective grantee's and reviewing the financial project documentation they submit
- Financial analysis: Analysis of annual accounts, balance sheets, income statements and cash flows to assess the financial health of a company or project, preparation of detailed financial reports.
- Assist in the review of grant agreements, which includes performing the reconciliation of grantee accounts.
- Management control: Participation in budget preparation, cost analysis and contribution to management planning.
- Financial auditing: Contribution to internal or external audit missions, verifying financial data.

- Risk management: Identifying potential financial risks and proposing strategies to mitigate them.

## **REQUIREMENTS**

### **EDUCATION**

Applicants to the programme shall, at the time of application, meet one of the following requirements:

- a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);
- c) Have graduated with a university degree (as defined in a or b above) and, if selected, shall commence the internship within one year of graduation.

Relevant field of studies e.g. in finance, accounting, business administration, development studies or related subject.

### **LANGUAGES AND SKILLS**

Applicants should have working knowledge of English or French;

Ability to write clearly and concisely is essential. Ability to work with minimum supervision, efficiency, competence and integrity and in harmony with people from different backgrounds.

### **LEARNING ELEMENTS**

- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;
- Gain Experience in the areas of audit and financial statements preparation;
- Have acquired a clear understanding the Financial Management sections key tasks in financial analysis and reporting.

### **HOW TO APPLY:**

Interested candidates should email their CVs and Motivation Letter to Ms. Julie Giannuzzo:

[jgiannuzzo@intracen.org](mailto:jgiannuzzo@intracen.org) and register on the Internship Roster:

<https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline%2fdefault.aspx>

*ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.*