



FINANCE ASSISTANT POSITION DESCRIPTION

START DATE: AS SOON AS POSSIBLE

CATEGORY: INTERNSHIP

LOCATION: NEW YORK

DEADLINE TO APPLY: MARCH 8TH



wfuna

World Federation of United Nations Associations

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GENERAL OVERVIEW

- The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens. Our organization has offices at the UN Headquarters in New York and Geneva, as well as in Seoul, Republic of Korea.

POSITION OVERVIEW

- WFUNA is seeking a motivated and detail-oriented Finance Assistant Intern to join our Finance team. The Finance Assistant Intern will play a key role in supporting financial operations and ensuring accuracy, compliance, and efficiency in financial processes. This internship provides an excellent opportunity for individuals interested in gaining practical experience in finance within the context of international nonprofit organizations.
- The position is based at UN headquarters in New York.
- This is an unpaid internship; however, we provide a \$200 per month transportation stipend.
- The Intern will have a flexible schedule based on individual needs, with a minimum requirement of 15 hours/week in the office.
- The Internship has a duration of 3 months with the possibility of extension.

RESPONSIBILITIES

- Assist in the accurate and timely entry of financial transactions into accounting systems. Support the Finance team in analyzing financial data and preparing reports.
- Work closely with vendors and internal stakeholders to process invoices. Assist in the preparation of payment runs and ensure timely payments.
- Reconcile bank statements and resolve discrepancies. Maintain accurate records of financial transactions.
- Assist in ensuring compliance with financial regulations and organizational policies. Organize and maintain financial documentation for audit purposes.
- Collaborate with the Finance team in preparing budget reports and forecasts. Provide support in monitoring budgetary performance.
- Contribute to special projects and initiatives within the Finance department. Participate in process improvement initiatives to enhance efficiency.

INTERN OPPORTUNITIES

- Grow your professional network by connecting with UN interns, UN staff, diplomats, academics, and other relevant stakeholders.

FINANCE ASSISTANT

- Gain working knowledge of the United Nations Sustainable Development Goals (SDGs) in relation to civil society.
- Access to the UN General Assembly building with the opportunity to attend different UN meetings and events.
- Gain hands-on experience with project management, partnerships, capacity building, and professional writing (publications, press releases, communications campaigns, etc.).

SKILLS AND QUALIFICATIONS

- Working towards a Bachelor's, or higher degree in, business administration, finance, economics, or a related field.
- Proficiency in Microsoft Excel and basic accounting software.
- Knowledge of the United Nations. Non-profit/civil society experience is a plus.
- Excellent written and oral communication skills in English (any additional UN language is a plus).

PERSONAL CHARACTERISTICS

- High energy, results-oriented self-starter who can involve and motivate key stakeholders, staff, and interns.
- Ability to work independently and collaboratively in a dynamic team environment.
- Well-organized with close attention to detail and implementation.
- Strategic, progressive, and creative thinker.

To apply, please send a resume and cover letter to hanson@wfuna.org. Please include "Finance Assistant Intern Application - [Your Name]" in the subject line. Interviews will also occur on a rolling basis and WFUNA reserves the right to close applications without further notice once a suitable candidate is found. Your application materials should be submitted in English. Due to the volume of applications received, please note that only candidates who are selected for an interview will be contacted. No phone calls, please.

Note: This job description is intended to convey information essential to understanding the scope of the internship and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.