

## VACANCY ANNOUNCEMENT

### Financial Planning and Reporting Internship (REF: 2017-09)

**GCERF is looking for the Interns!**

#### **Organisational Context**

GCERF (Global Community Engagement and Resilience Fund) is a young foundation based in Geneva. GCERF funds community-based projects that aim to strengthen the resilience of those communities against violent extremism. GCERF currently funds programmes in Bangladesh, Mali, Nigeria and Kosovo and is about to start supporting programmes in Kenya.

Programmes benefitting from GCERF's main funding mechanism are coordinated by large local non-governmental organizations (NGOs) who lead a consortium of local NGOs and Community-Based Organizations (CBOs) that implement the program they have designed together. Approval for funding is based on strict strategic and technical criteria. Once funded, programmes are subject to rigorous monitoring and evaluation by GCERF. GCERF is also in the process of launching a new funding mechanism which is similar to a small-grants programme.

GCERF is currently funded by thirteen donor countries and the European Union. The Board includes representatives of donor countries, countries where programmes are being implemented, civil society, the private sector, think tanks and other foundations. The team in the Secretariat is still small (about 30 altogether) and is professionally and culturally diverse.

GCERF has just celebrated its three-year anniversary and is still very much shaping itself, continuously improving its objectives, approaches and processes and starting multiple new initiatives.

GCERF believes that interns make an essential contribution to its work and interns are invited to take part in all activities of the team they are part of and of GCERF in general. The GCERF Secretariat is organised into four units: the Executive Office, the Operations Unit which is in charge of making and managing grants, the External Relations Unit and the Corporate Services Unit.

#### **Purpose of position**

Financial planning at GCERF occurs at different levels and over several time horizons. Reporting requirements are numerous and evolving. The various plans are currently not interlinked. The tools used for financial planning and reporting are basic, thereby making scenario building or reporting quite cumbersome. GCERF has also recently upgraded its accounting system and wishes to integrate budget planning and reporting within the accounting system.

#### **Accountabilities and Responsibilities**

GCERF is looking for an intern who will help analyse the needs for planning and reporting of organization-wide financial data, derive a list of requirements for an IT tool and identify required changes to the current planning and reporting processes, explore various tools available on the market and support the transition to the new system and processes, including data transfer and piloting of new tools.

In addition, the intern will be expected to assist the Financial Controller and the Accountant in various accounting tasks (20% to 25% of the time), primarily during the month-end process. Such

tasks may include performing bank reconciliations, preparing accounts' analysis or drafting the monthly budget reporting,

The intern would be guided and supervised by the Financial Controller.

### **Profile**

Preferred qualifications and skills:

- Master's Degree or equivalent in Business Administration, Finance, Commerce, Accounting or IT (with a previous background in Accounting),
- Strong interest in the use of IT tools to facilitate financial planning and analysis,
- Good numerical skills,
- Good analytical skills,
- Good data management skills,
- Good computer skills, particularly in MS Excel ,
- Capacity to initiate and carry out tasks autonomously.
- Experience in or interest for development or peace and security issues a plus.

### **General information**

Internship would ideally last between six and nine months. Interns are expected to be working full time. GCERF's working language is English.

Interns receive a monthly stipend. They accrue leave as employees do. The Secretariat may provide limited logistical support for interns to organise their stay in Geneva.

The proposed internships would ideally start 1 January 2018. An earlier start is also possible.

Please apply through the GCERF website at <http://www.gcerf.org/about-us/career-opportunities/>, making sure you attach a cover letter and a CV.

Please send an email to [careers@gcerf.org](mailto:careers@gcerf.org) for any question you may have regarding those internships.