



FINANCE DIVISION

Finance Intern

Grade: N/A

Duration: 6 months

Duty Location: Capellen, Luxembourg

SUMMARY

The intern will be responsible to the Chief of Financial Accounting Branch and other personnel in the Finance Division. He/she will have the opportunity to be involved in a variety of tasks in the different Sections.

MAIN RESPONSIBILITIES

- Assisting in the day to day tasks of the different Sections (Operational Budget & Financial Accounting, Treasury, Accounts Payable / CIMO & Accounts Receivable).
- Assisting in the preparation of reports and other information.
- Support the finance representatives in the Programmes.
- Assisting in the posting of daily journal entries.
- Helping in the reconciliation of accounts.
- Organising the files in the shared drive.
- Performing other ad hoc tasks as required.

QUALIFICATIONS

ESSENTIAL QUALIFICATIONS

The incumbent must have:

- a. University degree in Finance, Accounting, Management or Business Administration (recent graduates will be considered).
- b. Analytical thinking and problem solving skills.
- c. Demonstrate a positive “can do” attitude.
- d. Ability to organise his/her time effectively to deliver quality work in agreed deadlines.
- e. Ability to work effectively with diverse groups of people.

SPECIFIC QUALIFICATIONS

The following would be considered an advantage:

- a. Very good knowledge of the Microsoft Office package (Excel, Word & PowerPoint).
- b. Proficient knowledge of Microsoft Excel – understanding of formulas, pivot tables and v-lookups.

LANGUAGE QUALIFICATIONS

NATO's two official languages are English and French. The work of this post is mainly conducted in English, therefore fluency in this language is essential and working language of French is desirable.

Important Notes: The intern must hold, or be able to obtain, a valid NATO Secret Security Clearance