

# Finance Intern

Post No Finance Intern/ Ref. No 2026\_00415

## **JOB DESCRIPTION (See link to the full job description in the blue box)**

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

The following would be considered an advantage:

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

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

## **HOW TO APPLY?**

**(Recent) Graduates and students in the last years of University nationals of a NATO member country** are invited to apply.

In order to apply for a vacant internship position at NSPA, please submit the following documents in electronic format:

- Curriculum vitae
- Cover letter
- Motivation letter
- Copy of university transcripts
- Any other relevant document (e.g. letters of recommendation, security clearance if already acquired)

**Applications sent via e-mail will be automatically rejected.**

## **IMPORTANT NOTES**

- The intern must hold, or be able to obtain, a valid NATO Secret Security Clearance.
- The intern must be a national of a NATO member country.
- The intern is expected to deliver tasks on-site, at the indicated duty location.

Qualified redundant NATO civilian candidates of the same grade will be considered in priority. Interviews are expected to be held approximately six weeks after the application closing date. The Talent Acquisition and Development Office shall let you know in due course the outcome of the screening process.

Moreover, due to the broad interest in NSPA and the large number of potential candidates, telephone or email enquiries cannot be dealt with.

The Agency would appreciate it if addressee countries could provide their support by submitting candidates whose security clearance can be effected (or confirmed) rapidly and who could report for duty as soon as possible after selection.

NSPA as an employer values diverse backgrounds and perspectives and is committed to recruiting and retaining a diverse and talented workforce. NSPA welcomes applications of nationals from all Member States and strongly encourages women to apply.

## **EMPLOYMENT STATUS REQUIREMENT FOR CURRENT MILITARY OR ADMINISTRATION POST HOLDERS:**

Please note that if you currently hold a military or administration post, you will be required to decide, in accordance with your national authorities' regulations, whether to retire or resign from your post, or apply for special leave from your national authorities. If you are invited to a preliminary interview, you will be asked to indicate your preference at that time as well.

## **IMPORTANT NOTE:**

Your application should be submitted in one go and you **will not** be able to modify your data once submitted.