



Internship Assignment

Administrative Services (AS) Programme
Financial Resources Management Unit - Accounts

Announcement number	Duration of assignment	Duty Station
16/Intern016/AS	Two to six months	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention, the Kyoto Protocol and the Paris agreement through a range of activities, including substantive and organizational support to meetings of the Parties.

Objectives of the internship assignment

The objective of the internship is to support the Financial Resources Management Unit (FRMU) – Accounts Team in the clean-up exercise of Balance Sheet accounts and updating of accounting procedures with UMOJA processes.

The particular functions are:

- Analyse and review of financial data in facilitation of UMOJA implementation
- Conduct testing of Business Intelligence reports and identify any modifications that are needed to prior to rollout to programmes for monitoring of receivables.
- Participate in the business review process and update of existing accounting procedures due to implementation of UMOJA

Timeframe

The exact period of internship will be determined based on the availability of the intern and the needs of the unit. The minimum period of internship is of two, the maximum of six months.

Minimum requirements

Candidates must have completed a first level university degree and be currently enrolled in a postgraduate degree in Accounting, Commerce, Business Administration or a related field at a recognized university at the time of application and for the duration of the internship. Candidates must be fluent in English (both oral and written) and have strong writing and note-taking skills. Knowledge of a second UN working language is desirable.



Competencies

- Knowledge of financial accounting standards, computerized finance and procurement systems;
- Ability to develop and implement appropriate finance policies and technical instructions;
- Ability to develop and maintain productive relationships with staff and clients of the Finance Department, including the ability to operate effectively across organizational boundaries;
- Excellent written and oral communication skills
- Experience in process improvement and re-engineering
- Experience in assisting in the development and testing of ERP solution
- Ability to take initiative, coordinate and integrate multiple inputs to generate common approaches or frameworks;
- Ability to apply conceptual, analytical and evaluative skills in system-supported accounting operations.

Internship conditions

UNFCCC secretariat internships are not remunerated. The selected intern will be responsible for all costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will work on a full-time basis (40 hours per week) at the UNFCCC premises in Bonn, Germany.

Application procedure

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: "Application: Internship: FRMU-Accounts". Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview.
