

## **London Internship Programme - Administration and Finance Intern -**

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. In more than five decades, the agency has helped an estimated 60 million people restart their lives. Today, UNHCR is operating in more than 120 countries helping an estimated 19.8 million persons. The London office acts as the UK representative for UNHCR in relations with the UK Government, media and those involved in framing policy on refugee and asylum issues.

UNHCR internships are highly prized and provide a unique opportunity to work within United Nations system and also on one of the most important global issues of today. We are looking for a graduate, who has a commitment to refugee issues and a desire to develop their skills and experience in general administration and finance.

All candidates should be computer literate in Microsoft Word and Excel, have good numeric skills, as well as the ability to maintain a high level of confidentiality at all times. Good interpersonal skills, flexibility and attention to detail are essential. The ability to multitask and handle a varied workload is desirable. No accountancy experience is necessary.

The position is full-time and lasts for a period of six months.

### **Job Description**

The role of the Administration and Finance interns will be to assist the Human Resources and Admin Associates in their daily tasks.

#### **Human Resources Tasks will include:**

- Preparing staff travel forms and organizing staff travel; updating contacts databases; assisting with preparation of routine correspondence; filing of incoming documents and distribution of same as required; archiving and updating list of archived materials.

#### **General administration tasks will include:**

- Assisting with financial record keeping; liaising with suppliers; assisting the Representative (Head of Office) in various tasks; greeting visitors and assisting with internal and external meeting organisation; assisting with mail; maintaining diaries and schedules of internal meetings; other tasks as required.

Applications should be sent by email, with **CV and covering letter** to: [gbrlo@unhcr.org](mailto:gbrlo@unhcr.org). Please indicate you are applying for the Administration and Finance internship in the subject of the email.

*Please note that applications received without a cover letter will not be considered.*

**The deadline for applications is Sunday 29<sup>th</sup> April 2018.**

**Interviews will take place the week commencing 8<sup>th</sup> May 2018.**

For more information see <http://www.unhcr.org/uk/internships-in-the-united-kingdom.html> or @UNHCRUK.