

TERMS OF REFERENCE

INTERNSHIP, ACCOUNTING AND INVOICE CERTIFICATION UNIT, COPENHAGEN

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

For every child, hope.

The UNICEF Internship Programme offers qualified and eligible students at both Headquarters (HQ) and Country Offices (CO) the unique opportunity to acquire direct practical experience in UNICEF's work and the United Nations system under the direct supervision of experienced UNICEF staff.

To be considered for an internship with UNICEF, applicants must meet the following requirements:

- Be enrolled in an undergraduate or graduate degree programme; and
- Be proficient in at least one of UNICEF's working languages: English, French, Spanish, Russian, Mandarin or Arabic. Additional language requirements may apply; and
- Have excellent academic performance as demonstrated by recent university or institution records

Purpose of the internship:

The position is placed in the Accounting and Invoice Certification Unit (AICU) of the Financial Management and Administrative Centre (FMAC) in UNICEF's Supply Division (SD), Copenhagen (Denmark). AICU is responsible for invoice certification and various accounting tasks.

Reporting to the Accounting Officer, the Intern will perform the following tasks:

- Collect data, as requested by supervisors
- Archive, scan and print invoices and related documents
- Participate to meetings as requested by supervisor
- Analyse quantitative data, update excel spreadsheet and respond to queries
- Prioritize, clean and re-arrange files under proper folders in the shared drive
- Prepare financial reports, statements or internal summaries
- Contribute to identify process improvements during performance of duties and responsibilities
- Assist in the coordination and receipt of electronic invoices from suppliers
- Performs other ad hoc tasks in related areas as required

Start date: May or June 2017

Duration: 3 months

Qualifications:

- A bachelor degree in business administration, finance, accounting or related field
- Fluency in English is required.
- Knowledge of relevant computer systems and applications; excellent knowledge of MS Office is required.
- Previous experience in accounting/ finance is an asset.

For every Child, you demonstrate...

Our core values are Commitment, Diversity and Integrity and our Core Competencies in Communication, Working with People and Drive for Results.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.