



INTERNSHIP – FINANCE AND ADMINISTRATION

Reports to: Finance Director
Job location: Brussels, Belgium
Duration: 6 months (min.)

Nonviolent Peaceforce (NP) is an unarmed civilian peacekeeping force that works to reduce violence in conflict zones. We collaborate with local partners to provide proactive presence and protective accompaniment for individuals and communities at risk, and create safe spaces within which different actors can engage to manage and resolve conflict. We are looking for an efficient future finance professional to join our international headquarters in Brussels.

This unpaid internship vacancy is in NP's Operations Department, and will report to the Finance Director. Based on NP's commitment to professional development, expectations for interns are high. In return, interns can expect a challenging environment which will prepare them for full-time employment in a professional setting. Our past interns are now working for institutions in Brussels and in international organizations worldwide. If you like routine, relish bureaucracy or are looking to put your feet up, this position is not for you. If you are hungry for a challenge, possess immense enthusiasm and stamina, and think you can help us optimize our efficiency and effectiveness, we want to hear from you.

Key Functions

The Finance and Administration Intern will be assigned the following functions:

- Maintain financial records (bills, vouchers, requisitions, purchase orders, reports)
- Process wire payments and transfers (in accordance with approval)
- Enter data into financial software on daily and weekly basis
- Produce weekly and monthly financial reports from database (as required by management)
- Prepare bank reconciliations on monthly basis
- Maintain contact with payroll company and other service providers as needed
- Prepare donor financial report and keep tracks of donor funds
- Ensure compliance with Belgian financial and administrative requirements
- Archive the financial information for a certain period to meet local and organizational requirements
- Support analysis of recurrent Brussels office costs (e.g. phones, IT assistance, equipment, travels, etc.) in view of finding more cost-effective options
- Manage official documents, including filing
- Manage relationships with suppliers, contractors, etc.

- Oversee shipping and logistics
- Proofread and edit documents
- Perform other tasks as assigned by the Finance Director

Competencies and Experience

- Compelling written and verbal communication skills in English, command of French or Flemish / Dutch a distinct advantage
- Outstanding research and analytical capabilities
- Positive, constructive attitude toward a fast-paced work environment
- Proven cross-cultural effectiveness
- Fanaticism for details
- Demonstrated interest in international peace and conflict issues
- Familiarity with results-based management, project-cycle management, and logical frameworks an asset
- Some practical knowledge of fundraising, focusing on multilateral and bilateral donors, an asset
- Command of MS Office suite, spreadsheets, databases essential; knowledge of desktop publishing, Flash, HTML, and design tools (Illustrator, Photoshop, Quark) an advantage
- Candidates must possess, at minimum, a university degree in a related discipline, with graduate study in finance or economics preferred

Application Process

Interested candidates are invited to submit a motivation letter and CV to npeurope@nonviolentpeaceforce.org, subject heading “Finance and Administration Intern.” Recruitment and selection takes place on a rolling basis. Only shortlisted candidates will be contacted.

NP is committed to creating a professional global workforce that is representative of our movement’s extraordinary diversity and breadth. To that end, NP undertakes proactive employment equity and affirmative action measures to achieve a diverse workforce. Women, persons who come from the Global South, members of visible minority communities from the Global North, and / or persons with disabilities are encouraged to identify themselves as such in their applications for this internship.