

FINANCE/ HUMAN RESOURCE INTERN

JOB DESCRIPTION

INTRODUCTION

The Coalition for Food and Nutrition Security (CFNS) is a group of policy and program leaders committed to knowledge management, fostering collaboration and evidence based advocacy for improved programs to achieve sustainable food and nutrition security. More than 500 organisations, influential leaders and individuals of outstanding merits are associated with this Coalition.

RESPONSIBILITIES

The finance/human resource intern will be responsible for assisting in the smooth running of the organisation. The intern will provide day to day administrative assistance as well as in general logistic support of the office and support to the country program.

The position reports to Assistant Manager (FA&RM), CFNS

The main responsibilities of the intern are:

- Prepare financial document for payment processing
- Assist in preparing official events (workshops, seminars)
- Assist in travel arrangement of staff
- Assist in physical check of office inventory
- Archive documents related to staff attendance record
- Assist in managing filing system
- Maintaining fixed assets register
- Development of skill in procurement of Good and services
- Assist in development of template forms/letters
- The intern will be expected to perform other tasks as required

REQUIRED QUALIFICATION

- Ideal candidate is an undergraduate (junior or senior) or graduate student in Finance, Business Administration, International Relation or Economics
- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- Excellent computer skills with experience in Microsoft Office
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines

GENERAL TERMS AND CONDITION

Candidate shall use her/his own computer/laptop/system during the internship tenure. Organisation will not pay any stipend or movement cost to the intern during this period.

Student_Benefit: This internship will allow the intern to bring their classroom knowledge into a professional work setting and broaden her/his knowledge through hands-on application in a nonprofit environment.

- Hands-on professional experience to build portfolio
- Certificate upon successful completion of internship

Duration: Available now with a minimum commitment of 45 days to 90 days (may be extended based on mutual suitability)

HOW TO APPLY

To apply send your resume and letter of recommendation from Head of the Department/Institution to Info@nutritioncoalition.org.in with subject line – Internship Application (Communication)