

TERMS OF REFERENCE

Internship at Headquarters or Delegations

If you are studying (degree, bachelor, postgraduate ...) related to our areas of work, we offer you the possibility of joining for a while an international and dynamic team, where you will have an approach to the professional world of international cooperation and access to training internships.

INTERNSHIP PROVIDED

a. Title of the internship: Financial Management of Missions

b. Headquarters/delegation

Location: Head office

Department: Finance

Address: C/ Duque de Sevilla, 3, 28002 Madrid

Telephone number: 91 184 08 53/ ext.1109/ ext.1112

E-mail: formacion3@accioncontraelhambre.org

Number of vacancies: 2

c. Summary of the activities developed by the department or delegation

- Controlling of the organization operations in its activity of International cooperation.
- Follow up and management of mission treasury.
- Financial management of projects: donor proposals, reporting and financial justification.
- Coordination of the response to audits and donor requests.
- Financial planning: yearly budgets and follow up through KPIs.
- Improvement and development of the department systems and procedures.

d. Objectives and activities of the internship

OBJECTIVES

1. Integrate into a professional team in order to improve its competencies.
2. Get the global knowledge from an international organization.

3. Develop coordination and planning skills in order to manage the response to audits and donor requests
4. Knowledge of humanitarian aid and emergency donor guidelines
5. Risk management practical skills. In particular, regarding quality control of grants justifying documentation.

ACTIVITIES. The intern will take part in and support following tasks:

1. Document management for funding grants
2. Response to audits and donor requests
3. Follow up of the mission archiving procedure
4. Follow up of the quality preventive control of missions
5. Preparation of financial reports
6. Participation in accounting follow up and booking of everything related to funding grants
7. Development and update of processes, procedures and systems, depending on time availability

e. Allocated mentor

Mentor from the reference Department: Academic mentor:

Name: Bárbara Cruz-Conde/
Alberto Bonet
Position: Financial Manager
E-mail: bcruz-conde@achesp.org
abonet@achesp.org
Phone number:

Name: Rosa Ana Rodriguez Alonso
Position: Head of External Training
and Academic Relations
Email: [rarodriguez@accioncontrael
hambre.org](mailto:rarodriguez@accioncontrael
hambre.org)
Phone number: +34 91 7581171

REQUIRED PROFILE

1. Studies: BSc Economics / Business Administration
2. Level languages skills: English and/or French
3. Appreciated knowledge in: MS Office, specially advanced level of Excel

SCHEDULE AND INTERNSHIPS MATTERS

a. Availability

Onboarding:	As soon as possible
Number of months:	6
Work hours offered:	9:00-15:00
On-site / distance:	On-site

b. We offer:

- Academic agreement between the Center for Studies and Action against Hunger.
- Integration into the organization of recognized international prestige, run through more than 40 countries with the possibility of knowing more in depth about the work that an organization of humanitarian action and social action does within 5 international headquarters.
- Practices supervised by a tutor from the department in which the practice is registered and a mentor from the department of external training and academic relations.
- Host training, welcome briefing and the possibility of participating in other courses organized by Action against Hunger (internal and / or external) that can contribute to the professional development of the student.
- End-of-practice debriefing with mentor and tutor to evaluate the activities done and the project developed by the student.
- Professional orientation interview with the HR Department.
- Internship certificate.
- Casualty and liability insurance, as established in the academic agreement.
- The internship is non-remunerated. For students without any type of scholarship or financial support during their studies, an aid for food and urban transport will be contemplated during the negotiation of the academic agreement with the study center.

These internships have a formative nature, this means that the student will have access to different training courses of the organization.

If you are interested in taking part in any of these calls, send your CV and a letter where you explain your interest in collaborating with us to formacion3@accioncontraelhambre.org. Indicate the title of the internship in the subject.