



INSTITUTE FOR INTEGRATED TRANSITIONS

Vacancy: Finance Intern

Headquartered in Barcelona, the Institute for Integrated Transitions (IFIT) is a non-governmental organisation dedicated to helping fragile and conflict-affected states achieve more sustainable negotiations and transitions out of war or authoritarianism. IFIT's core work is to serve as an expert resource on integrated policy solutions for locally-led efforts to break cycles of conflict or repression.

IFIT is currently looking for a motivated **finance intern** to join our team in the **Barcelona office** for a period of 6 months, starting in January 2025.

The selected responsibilities will include:

- Support the financial administration of the organisation by compiling and processing accurate financial and accounting information.
- Assist the Financial Manager and Assistant by ensuring accurate recording of financial transactions in IFIT's accounting system (managed by an external company) in line with IFIT's financial and accounting policies.
- Liaise with IFIT's financial service providers (banks, external accountants, auditors, etc.).
- Support the maintenance and update of internal tools for financial management (income forecast, expenditure reports, among others).
- Support the process of payments and tracking of bank deposits and payments.
- Support the preparation of monthly, quarterly and annual financial reports and financial statements under the guidance of the Financial Manager.
- Assist in the annual audit process and other project audits.
- Support fundraising activities with the preparation of project budgets and financial reports for donors.

Conditions:

Although the internship is unpaid, IFIT offers: 1) reimbursement of travel to or from Barcelona for the purposes of the internship (up to a maximum of 500€), and 2) partial offset of specific living costs incurred by undertaking the internship in Barcelona (up to a maximum of 900€ per month).

Duration:

- 6 months (potentially renewable)

Starting date:

- 13 January 2025

Location:

- Barcelona

Qualifications and Requirements:

- Enrolment in or completion of a degree in a relevant financial or administration programme
- Training in accounting and finance



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- Solid computer literacy, including MS Excel and accounting programs
- Accuracy and high attention to details
- Results and solution-oriented
- Strong Spanish and English-language skills. Other languages are an asset.
- Detail-oriented, collaborative, organised and reliable

IFIT is committed to building a racially diverse and culturally inclusive workplace and strongly encourages applications by candidates from underrepresented groups.

How to apply

Please send your CV, a one-paragraph expression of interest and samples of your work to Blanca Manresa (internship@ifit-transitions.org), stating “**IFIT Finance Internship**” in the subject line. The application period will be open until 18th of October 2024; however, applications will be reviewed on a rolling basis, thus applicants are strongly encouraged to apply early. **Only candidates selected for an interview will be contacted.**