



CALL FOR EXPRESSION OF INTEREST

Applicants who have already applied for this position do not need to re-apply.

Title:	Intern	Duty Station:	Madrid, Spain
Reference:	UNWTO/HHRR/CFE/22/BDFN/2017	Start date:	As soon as possible
Programme:	Budget and Finance	Duration:	6 months, renewable
Contractual Status:	Intern	Deadline for Applications:	6 June 2017 (deadline extended)

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

UNWTO is currently looking for an **Intern** for its **Budget and Finance Programme**. The Budget and Finance Programme is responsible for preparing and monitoring the UNWTO budget, producing the Financial Statements of the Organization compliant with IPSAS, drafting UNWTO financial rules, regulations and policies of the Organization and other reports for the UNWTO Governing Bodies, the External Auditors and other stakeholders, ensuring budgetary and financial management, accounting, processing treasury operations and monitoring receivables and payables. It is also responsible for the development and implementation of the Management Information System (tailored-made Enterprise Resource Planning (ERP)) of the Organization.

Under the overall supervision of the Programme Chief, Budget and Finance, the Intern will perform the following duties:

1. Assist in the register of UNWTO's transactions through the Purchase Management and Accounts Payable modules;
2. Assist in the preparation of financial and administrative transactions: reconciliation of invoices, payments and credit card transactions;
3. Assist in filing and record-keeping;
4. Assist the Budget and Finance Programme in all related activities, especially those requiring administrative support and compliance, as requested;
5. Perform other duties as required.

QUALIFICATIONS AND REQUIREMENTS

Education	Recent graduates from or final year students currently enrolled in a University degree programme in the field of Finance, Economics, Business administration, Accounting or other relevant degree programmes.
Languages	<ul style="list-style-type: none">▪ Fluency in English;▪ Good working knowledge of another of the Organization's official languages (Arabic, French, Spanish, and Russian) is an asset.
Computer Skills	<ul style="list-style-type: none">▪ Computer literacy in Microsoft Office software and Windows 7;▪ Knowledge of accounting information systems is an asset.

- Other Skills and Competencies**
- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
 - Sense of responsibility and commitment;
 - Keen interest and appreciation for the United Nations.

Application Procedure Interested applicants are requested to complete the [Online UNWTO Internship Application Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

Remuneration and Other conditions A monthly stipend of **EUR 400** is provided. UNWTO does not provide any other financial support for Interns. Successful applicants are expected to make their own arrangements for lodging and living expenses during the internship period. In addition, applicants will be requested to provide the UNWTO Human Resources Programme with valid proof of medical insurance for the duration of the internship.

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- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
 - **There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.**