

# FINANCE AND ADMINISTRATION INTERN

START DATE: IMMEDIATE / DURATION: 6 MONTHS

CATEGORY: FULL-TIME (UNPAID) / LOCATION: NEW YORK

## GENERAL OVERVIEW

The World Federation of United Nations Associations (WFUNA) is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations and their thousands of members. We work to build a better world by strengthening and improving the United Nations, through the engagement of people who share a global mindset and support international cooperation – global citizens. Our organization is headquartered at the United Nations in both New York and Geneva with offices in Seoul and Brussels. Learn more at [www.wfuna.org](http://www.wfuna.org)

## POSITION DESCRIPTION – MEMBERSHIP AND ADMINISTRATION INTERN

This person will assist with the organization's financial and administrative duties and report to the Senior Finance and Administration Officer. Duties of this position will include the following:

- Assist in organizing and maintaining hard copy records of receivables and payables
- Organizing and maintaining digital filing system of financial information related to programs
- Liaising with and assisting staff regarding program finance files
- Maintaining a filing system for MOUs and partnership agreements and creating and maintaining a spreadsheet of financial deadlines related to these documents
- Support the preparation of material for annual audit
- Organizing conference space for WFUNA meetings
- Organizing study tours/briefings for visiting UNA members
- Preparing office supply orders
- Ensuring office space is presentable and used in an efficient manner
- Performing general office tasks as needed; other tasks as required by staff and program officers

## INTERN OPPORTUNITIES



wfuna

World Federation of United Nations Associations

### WFUNA

1 United Nations Plaza  
Room 0240  
New York NY 10017 USA  
+1 212 963 5610

### FMANU

Palais des Nations  
Villa Bocage, VB3  
1211 Geneva  
Switzerland  
+44 22 917 3239

### WFUNA

12F, Seoul Global  
Center Building  
38 Jong-ro  
(Seorin-dong)  
Jongno-gu  
Seoul, Republic of Korea  
+82 2 6925 2695

### WFUNA

Rue Montoyer 14  
Bruxelles—1000  
Belgium

[info@wfuna.org](mailto:info@wfuna.org)

[WWW.WFUNA.ORG](http://WWW.WFUNA.ORG)

## DOCUMENT TITLE

---

- The WFUNA Secretariat is located at UN Headquarters in New York. This position provides hands-on professional development and experience in financial management and operation of a global non-profit organization
- When relevant to the work, the Finance and Admin Intern will have access to the United Nations building, conferences and events and resources such as the UN Library
- This position offers networking opportunities – when possible the Finance and Admin Intern will be able to make contact with UN staff, diplomats, UNA members, academics, and NGOs in the development community, and meet other interns from around the world who are working at the UN
- Interns are provided a month stipend for transportation equivalent to a monthly MTA MetroCard.

### REQUIREMENTS

- Bachelor's degree or final stages of coursework toward completion of a Bachelor's degree is required
- Applicant must be self-motivated, self-starter, energetic and vigilant about staying on tasks and managing multiple tasks in a fast-paced work environment
- Preference will be given to candidates who possess prior experience in office management and nonprofit accounting, coupled with an interest in finance and/or international affairs
- Strong writing skills are necessary, as well as an advanced proficiency with MS Office, particularly Excel
- Fluency in English is required; knowledge of a foreign language (especially French and Spanish) is a plus

To apply, please go to <https://www.wfuna.org/internship-vacancies-and-application-instructions>

Instructions are at the bottom of the page. Due to high levels of interest, we will only respond to prospective candidates. Due to visa restrictions, position will be given to applicants who possess a valid US visa.