

Finance and Operations Intern

INTERNSHIP AT AFLATOUN

Organization: Aflatoun International
Location: Amsterdam, Netherlands
Job type: Fulltime (24-40 hours per week) for 3 months.
Remuneration: 350 EUR based on 40 hrs per week
Deadline: 15/05/2021

Are you looking to join a dynamic team focusing on innovation and flexible processes to support our objectives? Are you willing to learn, contribute and gain knowledge by being in the midst of positive change, developing practical solutions, while at the same time learning from a host of versatile multi-cultural individuals? Do you seek to arm yourself with professional qualities to be agile in various sectors as you step into Profit /non-profit world? If so, then you are the person we seek to join Aflatoun's Finance and Operations department. We are offering you the opportunity to harness your skills, transform theory to practical solutions and gain a wealth of information on Operations (Finance, Administration, Programs, Governance, Talent Management and Acquisition, Procurement, ICT and all facets of the organization). Basically, you will have the opportunity to develop your skills in a one stop arena.

Background Information:

Aflatoun International is an NGO based in the Netherlands offering social and financial education to children and young people worldwide. Through a strong network of 200 partners and 30 governments, the organization reaches over 8 million children and young people each year in more than 100 countries. Aflatoun International creates high-quality curricula, for different age groups, which can be contextualized to local needs or specific circumstances. In addition, teachers are provided with training and we conduct research to evaluate the quality and effectiveness of our programmes. Our goals are:

Strategic Goal 1: Advocate Social & Financial Education for every child.

Strategic Goal 2: Deliver quality Social & Financial Education & Skills Programs.

Strategic Goal 3: Accelerate scale-up of Social & Financial Education.

Aflatoun has been ranked at the 25th place in the NGO world TOP500 by Global Geneva, a non-profit platform. Aflatoun has a multidisciplinary team of professionals.

Your tasks, should you choose to undertake this assignment are stated below

Finance

- Assist the department in digitizing its financial and operational processes
- Data entry and revision for all active budgets into our financial system (Exact).



- Assist with innovative quantitative financial analysis of operational performance per department using an analytical software.

Projects

- Assist with coordinating with Project Managers to ensure that all project documentation is complete and aligned to Aflatoun requirements.
- Data/file maintenance – cataloguing files to ensure appropriate business records retention.
- Perform other duties as assigned.

Talent Management and Acquisition

- Assist with implementing talent management policies and its compliance
- Assist with the design of Talent management reports for management within the Talent management system (BambooHR)

Administration

- Assist with the design and amendment of processes and procedures of operational procedures
- Assist the department in streamlining its day to day administrative tasks and seek innovative solutions to ensure efficiency.

General

- Participate as an observer in various meetings as determined by the Director
- Other ad-hoc tasks as requested by the Director of the Department

Outcome of the Internship

It is expected after consultations and the design of a detailed work plan with key results to be achieved by both parties, the intern should have developed various skills in finance (both corporate and program finance, administration, talent acquisition and business processes).

QUALIFICATIONS

To effectively benefit from this internship successfully, we will be searching for an individual who has the potential to learn and eventually perform some of the above mentioned tasks satisfactorily and independently as part of the learning process. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations within the office shall be made to enable individuals with disabilities to perform some essential functions.

- A university degree (or soon to be completed) in business administration, Finance or similar
- Detail oriented.
- Good verbal and written communication skills.
- Good analytical and problem solving skills.
- Basic knowledge of Microsoft Office Suite products – particularly Excel.
- Possess some organizational, analytical, and time management skills.
- Ability to work independently as well as in a team environment.
- Ability to understand basic finance
- Familiarity with EXACT online, Procurify, or salesforce is a plus, but not a pre-requisite

Reporting: The Intern will report directly to the Director of Finance and Operations and will work technically with other managers within the department.

More Information: Candidates must have the right to live and work in the Netherlands.

If you are interested in this position and have considered the requirements, please send in your CV and motivation letter at <https://aflatoun.bamboohr.com/jobs/view.php?id=63> before 15/05/2021. Interviewing for this position will begin immediately after the deadline.