

Finance Internship –VFL Project

[26 July 2019]

Our Purpose

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations who are committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately over 650 member organisations in over 120 countries across virtually every geographical region of the world.

Our Vision

A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives

GNDR has three mutually reinforcing objectives:

- Increase the impact of civil society in influencing policies and practices at local, national and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge

Purpose of the Secretariat

The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Position in Organisation:

- Responsible to the VFL Project Co-ordinator, based in Delhi.
- “Dotted line” to Financial and Management Accountant, as required
- Part of the Secretariat team and active participant in cross-team working.

Key Duties and Responsibilities

The remit of this post will cover the following core responsibilities:

The purpose of the role is to provide finance-related support to the VFL Project team relating to the EU DEVCO grant. The specific focus is on the sub grants made to participating partners, which form the major part of this project. The key responsibilities include:

- Reviewing partner financial reports submitted to GNDR for accuracy and completeness.



- Ensuring all items of expenditure are supported by expense receipts and other supporting documentation, in accordance with the requirements of the grant agreement.
- Liaising with UK finance to ensure that all information is filed in an orderly manner and easily available for review
- Acting as focal point for support during audits conducted by EU

Person Specification

Title: Finance Internship –VFL Project

Global Network of Civil Society Organisations for Disaster Reduction

- Pursuing a Bachelor's Degree in finance, economics or accounting
- Strong attention to detail.
- Ability to anticipate, identify and resolve complex financial issues.
- Strong Analytical skills, including the ability to clearly link financial results to operation performance drivers, generate alternatives and drive positive change.
- Demonstrated oral and written communication skills and ability to work cross functionally.
- Demonstrated ability to multi-task, perform in a fast-paced environment & respond quickly to situational needs as they arise.



INFORMATION FOR APPLICANTS

**Only candidates who are currently eligible
to reside and work within New Delhi, India should apply.**

Fixed Term Contract – Contract will be offered on a fixed-term basis for a period of 3 months.

POST OF: Finance Intern – VFL Project

Ideal start date: As soon as possible

BASED IN: New Delhi, India

STIPEND: All GNDR interns are paid a monthly stipend. Stipend will depend on the level of experience.

APPLY:

To apply for this position all applicants must send a covering letter and resume (CV) to ipsita.sircar@gndr.org with subject “Finance Internship – VFL Project”.

Deadline: 12 August 2019

