



The Organization Help - Hilfe zur Selbsthilfe e.V. is a German NGO operating in BiH for more than 20 years.

Help is offering the possibility for students to be a part of our socio-economic development team.

Internship is open for

FINANCE / ACCOUNTING INTERN

The position is based in the Help Sarajevo Office.

Finance / Accounting intern will be involved in the following tasks, under direct supervision of the Finance Administrator:

- Assist to Finance and Administration department
- Help with accounts receivable, payable and bank statements reconciliation
- Monthly reports to Headquarter
- Other administrative tasks communicated by the Country Director

Qualifications:

- Student of final year of study in Finance and/or Business Administration
- Good communication skills
- Good working knowledge of English
- Computer skills (MS Office, Internet)
- Good organisational skills and flexible attitude

Help offers an initial 3-month employment contract with the possibility of extension and will provide training and introduction to the programme. Applications (CV, cover letter, references) should be submitted by e-mail to: help.bosnia@help.org.ba or address: Paromlinska 5, 71000 Sarajevo

Application deadline: 25.08.2017.

Please note that only short listed candidates will be contacted.