



Finance Intern

You would be working within the Finance and Operations team, reporting directly to the Financial Accountant. You would support the team in ad-hoc tasks during the busy summer period when the organisation is audited. You would support with preparing the annual financial statements and trustees report that are submitted to the Charity Commission. You would also support with the audit process, including responding to audit requests for information.

You would be working within the London office, working closely with the Programmes, Fundraising and Communications teams, allowing you to see how an international NGO runs day-to-day. Working within a small Finance team means getting exposure to every element of the finance function from organisational budgeting, annual reporting, programmatic reporting and donor management. A key part of your role would be supporting with the preparation of the annual accounts which is valuable experience for anyone seeking a future in the finance sector.

We're looking for someone who is passionate about the third sector with an interest in working in charity finance. You would be keen to learn, hardworking and enthusiastic. You would have good organisational skills, time-management and be able to handle multiple tasks. Strong communication skills are also a must.

Role Details

Reports to:	Financial Accountant
Location:	Central office on Baker Street, London. With flexibility to work remotely on agreement with line manager. Note that the candidate will have to source their own accommodation and organise own travel.
Contract:	15 hours/week over 2 days for 6 weeks, with flexibility to increase days on agreement with line manager.
Starting Date:	Tuesday 13 th June
Salary:	£10.42/hour

We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.

Hand in Hand International

Hand in Hand International is a women's economic empowerment organisation working with network partners in Kenya, Tanzania and Afghanistan. We support women to beat the odds and succeed by setting up and running their own businesses on their own terms – lifting their families above the poverty line. Through our unique, proven model, we've helped more than 3.5 million women launch sustainable businesses.

Our members' achievements so far include:

- 3 million new and improved enterprises
- 4.9 million new and improved jobs
- 30% increase in income
- 95% of families with savings to see them through a crisis

Our culture

We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes. Our flat structure encourages cross-team working – from programmes and fundraising to communications and events.

How to apply and enquiries

Please send your CV and a cover letter to: cprice@hihinternational.org

In your cover letter please answer the following questions:

- Why are you interested in the role of Finance Intern with Hand in Hand International?
- What would you bring to the role?
- How would this role help you in your future plans?

Deadline for application is **Monday 15th May** although we plan to interview on a rolling basis, so apply as soon as you can.

Please let us know if you will require any reasonable adjustments at interview stage.