

TOR 8: Department of Management and Finance/Budget and Finance Services/Accounts Unit



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Department of Management and Finance/Budget and Finance Services/Accounts Unit

Under the supervision of selected members of the Department of Management and Finance (DMF) and Budget and Finance Services, you will be tasked with the assisting in the following duties:

Scope of Work:

1. Preparing the audit files for selected OSCE missions;
2. Preparing the reconciliation sheets for various accounts;
3. Preparing cash and bank reconciliation sheets using excel spreadsheets;
4. Assist in entering invoices in Oracle;
5. Assist with the reconciliation of e-Travel processes;
6. Following up on open items, i.e., travel advances and suppliers prepayments
7. Copying and filing financial documents and uploading specified documents in Oracle or Doc-in;
8. Fill in the form for new suppliers to be registered in the system;
9. Perform other duties as required by supervisor.