INTERNATIONAL CIVIL AVIATION ORGANIZATION

Internship Opportunity

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Internship – Finance Branch</th>
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<td>Internship Notice:</td>
<td>2019/26/INT</td>
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<td>Duration of assignment</td>
<td>4-6 months</td>
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<td>Posting Period:</td>
<td>06 January 2020 – 06 February 2020</td>
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<td>Duty Station:</td>
<td>Montréal</td>
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<td>Date for entry on duty</td>
<td>After 19 November 2019</td>
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THE ORGANIZATIONAL SETTING

The Finance Branch (FIN) is responsible for developing and applying budgetary, accounting and financial policies and procedures and for the efficient financial management of the approved budget in accordance with the Financial Regulations and Rules, the Assembly and Council directives. The latter involves the development of budget estimates for Council and Assembly consideration, including the scale of assessment of the Member States’ contributions and, once approved, the issue and control of allotments through the maintenance of accounts for expenditures and income relating to salaries, services, equipment purchases, travel costs, the sale of publications, etc., under both the Regular and Technical Co-operation programmes. The banking and investment of the Organization’s funds are undertaken by FIN. The payroll of all Headquarters and Regional Offices for both Professional and General Service staff and, also, processing and payment to Consultants at ICAO is handled by FIN. Tax matters and handling of the reimbursement to US National is under FIN’s scope. In addition, the Chief, Finance Branch (C/FIN) is the Secretary of the Finance Committee (FIC). As Principal Financial Officer of the Organization, C/FIN maintains close liaison with the External Auditor and certifies all ICAO financial statements.

The Accounting Services Section (ASV) is responsible for the development of accounting systems, including the formulation of accounting policies and procedures; the maintenance of the accounts of the General Fund, Joint Financing Funds, Administrative and Operational Services Cost (AOSC) Fund and other miscellaneous funds; the maintenance of accounts for the Technical Co-operation Programme (TCP), consisting of projects under United Nations Development Programme (UNDP), Trust Funds, multiple agreements under the ICAO Civil Aviation Purchasing Service (CAPS), Management Service Agreements (MSAs) and related funds; the preparation of periodic and year-end financial statements for all accounts; the calculation of scales of assessment on Contracting States, the recording of payments and monitoring of status of assessments from Contracting States, including regional civil aviation bodies; the preparation of working papers for the Finance Committee (FIC), Council and Assembly; Treasury functions including investments, payments, banking and the preparation of cash and income projections; the processing of invoices, travel claims, fellowships and other payables, including the review and approval of duly certified invoices and other forms of payments of expenses of the Regular Programme and TCP; the maintenance of accounts for income from sales of publications, reimbursement from regional civil aviation bodies and other collections; and the processing of cash reports from Regional Offices and TC Projects.

TERMS OF REFERENCE

Under the general guidance of the Chief, Finance Branch and direct supervision of the Head, Accounts Receivable Unit, the intern will:

Assist the Accounts Receivable Unit and offer support with operational activities such as:

a) Preparation of accounts reconciliations and analyses
b) Assist with document maintenance and management
c) Assist recording cash receipts
d) Assist issuing invoices
f) Sending statement of accounts to customers
Under the general guidance of the Chief, Finance Branch and direct supervision of the Head, Travel Claims Unit, the intern will:

Assist the Travel Claims Unit and perform tasks such as:

a) Sending reminders to Staff Members and Experts for outstanding travel claims
b) Assist to processed travel authorizations, claims and related payments
c) Assist to set up accruals for yearend out-standing travel expenses
d) Assist to reconcile balance sheets accounts related to travel unit
e) Assist to review out-standing ASRs (Agency service request to UNDP)

**QUALIFICATIONS**

**Educational background**

At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to Finance and/or Accounting.

Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

**Language skills**

**Essential requirements:** Fluent reading, writing and speaking abilities in English.

**Desirable requirements:** A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

**CONDITIONS OF INTERNSHIP**

Interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by the intern.

The duration of the internship is between two to six months. The intern is expected to work five days a week, on a full-time basis.

Interns shall not be eligible to be engaged in any other form of employment within ICAO during the period of internship and shall not be eligible to apply for or be appointed to any post in the Secretariat or be contracted for any other remunerated employment with ICAO for the six months immediately following the end of their internship.

You may need a work permit to work in Canada as an intern.

**HOW TO APPLY**

Interested candidates must complete an on-line application form, and attach a recommendation letter from the educational institution. To apply, please visit ICAO’s e-Recruitment website at: [https://careers-new.icao.int/](https://careers-new.icao.int/).

**NOTICE TO CANDIDATES**

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.