The Heinrich Böll Foundation, a publically financed German non-profit organization with programs in democracy, environment, migration and alternative economy is offering the following position for its Tunisia office in Tunis:

**Paid Early career Traineeship/Freelance Offer**

**Accounting & Finance**

**Tasks and Responsibilities**
Under the guidance of the administrative & financial coordinator, the intern/trainee will support the finance department in accordance with the financial rules and regulation of the Ministry of Economic Cooperation and Development and the German Foreign Office:

**Detailed tasks:**
- Support in bookkeeping and maintaining detailed records for all financial transactions in an organized and professional manner, including electronic and hard copy files.
- Support in reviewing financial reports of partner’s organizations and supporting documents of all HBS activities respecting administrative rules and procedures.
- Support the preparation of monthly Bank and Cash-on-hand reconciliation.
- Support the preparation of final annual financial reports.
- Support the preparation of the annual audit.
- Support the preparation of accountancy, tax and social declarations for competent authorities.
- Support the scanning and uploading of office’s documents on Docuware for external audit.
- Perform administrative tasks as requested by the finance coordinator or accountant.

**Profile**
- University degree in accounting, financial management, or equivalent.
- New graduate or maximum two years’ work experience in independent administrative and accounting positions.
- Experience in performing the year-end closing and developing standard accounting reports (balance sheet, income statement, cash flow).
- Work experience with NGO is an asset.
- Computer skills including proficiency in Microsoft Office applications (Excel, word, and electronic mail along with data-entry experience) as well as experience with professional accounting software (Navision or similar).
- Ability to prioritize tasks and meet deadlines.
- Ability to work in a team.
- Fluency in Arabic and French. Advanced level in English and/ or German is an asset.

**Contract details:**
- **Duration:** 3 months with 1-month probation period.
- **Type of contract:** Internship or Freelancer contract
- **Starting date:** Immediately

Interested and qualified candidates can submit their detailed Curriculum Vitae and motivation letter (in French or English) by e-mail to: info@tn.boell.org Applications must be received no later than December 10, 2021.

Please mention in the e-mail subject header: “Accounting & Finance – Internship/Freelancer”

Only shortlisted candidates will be contacted.