

Fundraising and Finance Intern

The EPD is an international foundation based in Brussels and created in 2008 by some 15 European organizations active in democracy assistance. The aims of the EPD are: to share knowledge in the field of democracy support (lessons learned, funding opportunities, practical experience); to advocate for democracy assistance to be higher on the EU and its Member States agendas. The EPD is also offering flexible funding to democratisation programmes outside Europe in several transition countries. The EPD is now seeking an intern in the field of **Finance** and **Fundraising** to work under the guidance of the EPD Executive Director.

Duties and responsibilities:

Finance:

- insert income and expenditure records properly in the accounting system;
- budget holding and overall financial process regarding projects and grants;
- control that operations respect existing financial procedures and projected budgets;
- support EPD Secretariat through analysis of project running costs, follow-up on resource allocation ; maintain the cash flow overview;
- help project managers prepare and monitor budgets;
- prepare monthly summary of accounts;
- review and introduce new accounting and financial control systems.

Fundraising:

- research corporations, foundations and individuals according to set guidelines;
- update computerized database of donors and prospects;
- maintain various files on donors, prospects and country information.

Other tasks:

- assisting with such administrative tasks as faxing, photocopying, and preparing for seminars;
- assisting in the daily function of the foundation.

Ideal Profile:

- generally pursuing an undergraduate or graduate degree in Finance, Business Management or accounting, with an interest into nonprofit organisations;
- excellent command of written and spoken English; with knowledge of Dutch;
- ability to work in a team, flexibility, innovative ideas, proactive approach;
- essential IT skills;
- efficiency and organization skills;
- able to work independently and as part of a group;
- able to handle multiple projects simultaneously;
- finance and accounting skills required;
- some experience or knowledge of EU or other institutional grants.

Conditions and benefits:

- 3 to 6 months assignment on a short-term contract signed by the EPD and the student's home University/School/Institute ;

- interns are fully involved in all aspects of our work ; they are part of an international team that supports them in acquiring skills to work in an international organization and hands-on knowledge of how major international actors and stakeholders inter-relate, at the European and global levels;
- please note the EPD does not pay for internships ; the costs must be borne by the related institution or any other source of financial assistance, or by the student who will have to obtain financing for subsistence and make his own arrangements for travel and accommodation ;
- the intern will be based in Brussels during the internship program;
- monthly public transport ticket (unlimited public transport for Brussels);
- possibility to attend workshops, lectures and other events within and outside of EPD;
- training programs;
- letter of reference and evaluation grid at the end of a successful internship;
- future job opportunities in a growing organization and its' partner organizations;
- career opportunity in the financial management of NGO's, nonprofit organisations or any small to midsize organisation.

Deadline for applications: Friday 6 November 2009.

Interviews to be held in Brussels or per phone in the week 9-12 November.

Starting date: 16 November 2009.

Please submit a short CV, cover letter and the EPD Internship form that can be found on the website at the following address : <http://www.eupd.eu/about/vacancy> to davidleclercq@eupd.eu . For questions, please contact Mr. David LECLERCQ, Finance and Communication Officer of the EPD Secretariat at davidleclercq@eupd.eu (or Skype davidleclercq).