



EUCORD (II) - Financial

Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch co-operative law. EUCORD’s mission is to help people living in poverty in developing countries by improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods.

Internship Profile

EUCORD is active in many countries across Africa. Each country is managed financially by a local accountant and a project manager supervising the work of the accountant. Each country uses the specific EUCORD set of financial statements (expenditures, cash flow and bank reconciliation statements, etc.). Each month, such financial statements are sent to Brussels Headquarter (soft and hard copies) for final verification and encoding by the Financial Department. The objectives of this traineeship are the following:

- 1) Get to know the accounting processes by verifying the reports sent by the field to the HQ. This should greatly help the Financial Officer and the Operations Manager to increase the speed at which the accounting from the various field offices is entered into the main accounting Internet-based software Wings. The trainee will go through the hard copies to verify if: (a) expenses are “allowable” for the project/donor; (b) appropriate proof of payment is included; (c) correct reconciliation of cash and bank statements is included; (d) accurate exchange rate is applied; (e) proper documentation for each item of the Statement of Expenditures is included; (f) proper accounting and analytical coding is used.
- 2) At the end of the traineeship, based on the experience acquired (see from point (1)), make recommendations to the CFO and Financial Officer to improve the process and optimise the use of donor funds. Prepare an action plan stating improvements to be achieved with a communication plan for the field offices.
- 3) Help to prepare a user friendly accounting/financial manual for the field accounting.

Below are the essential responsibilities:

- verify and analyze transaction details and receipts for all projects and core expenditures
- implement accounting policy and procedures
- control the accuracy of all data entered in the accounting system, including exchange rates
- train/assist accounting field staff or headquarters staff in the application or use of EUCORD financial system or donors’ accounting requirements
- assist project coordinators, the operations manager, field project leaders and the CEO/CFO for access to financial info or preparation of reports and financial updates

Intern Profile

- this position does not require any work experience, but experience as a volunteer in the field of international
- development would be desirable
- excellent writing and presentation skills
- proven ability to meet deadlines and operate effectively in a deadline-driven environment
- proven ability to work as a part of a team and interact effectively across distances and cultures
- in-depth knowledge and experience with Microsoft Office Suite is highly desirable