

INTERNSHIP IN FINANCIAL MANAGEMENT

The [Ludwig Boltzmann Institute of Fundamental and Human Rights](#) (LBI-GMR) is Austria's largest human rights research institute. Its 40-strong interdisciplinary team conducts basic as well as applied research, tackling a wide variety of human rights topics on the national, European and international levels. Our work is largely project-funded. To support our finance manager, we are looking for an intern (f/m/d) for a duration of at least three months.

Your tasks:

You will support the finance manager in the operative administration of institute funds as well as projects. Specifically, you will:

- Conduct factual checks and electronic data entry of invoices
- Provide accounting support
- Conduct and check exchange rate calculations
- Draw up invoices
- Enter data into spread sheets (MS Excel)
- Sort and file financial documentation (physical and electronic)
- Provide support with controlling tasks

Your profile:

- Enrolled in a relevant course (e.g. financial management, controlling, or similar)
- Excellent numerical reasoning
- Very good user knowledge of MS Excel
- Very good written and spoken German and English
- Diligence and exactness
- Solution-oriented and self-reliant attitude
- Experience with accounting softwares advantageous

Our offer:

- Wide variety of tasks to enable relevant learning experience
- International and interdisciplinary environment
- Friendly atmosphere in a highly motivated team
- Flexible hours
- Centrally located office in 1010 Vienna
- We are an employer committed to diversity.

Starting date and minimum duration: from 1 June 2024; 3 months

Place: Vienna

Please submit your application, including your motivation statement and CV, to gmr.office@univie.ac.at no later than 30 April 2024.