



JOB DESCRIPTION

Job Title	Finance and Operations Intern
Supervised by/Reports to	Facilities Manager
Functional Supervisors	Chief Finance Officer and Chief Operating Officer
Job location	London
Grade	Intern
Contract duration	9 months

Internships at International Alert

Internships operate primarily in the London office, where it is felt candidates will gain the most benefit and varied experience during their time with the organisation. Alert Interns are viewed as valued members of the staff team and it is understood that they provide essential input into achieving the goals of the organisation.

Job Purpose

Alert is seeking an Intern to support the Chief Finance Officer and Chief Operating Officer and report to the Facilities Manager. You will be responsible for assisting with the tasks below including contributing to special projects as assigned. Human Resources will be a particular focus of the project work for this internship, but the opportunity will help you to gain valuable experience and skills, as well as a broad insight into the range of activities across Finance and Operations management.

Duties and Responsibilities

- Preparing a wide range of Finance and Operations reports, policies and other documents for dissemination. This entails:
 - sense-reading and editing
 - proof-reading
 - formatting
- Researching specific topics relating to Finance and Operations management;
- Providing logistical support to Finance and Operations activities, as well as general meetings held in the Board Room;
- Taking minutes at meetings;
- Acting as the first point of contact for visitors and callers to Alert's Reception;
- Receiving deliveries and expediting outgoing mail by post or courier;
- Assisting the Facilities Manager with fire, health and safety procedures and other general administrative duties as required;

- Work with the Tech department to develop and update current systems and intranet forms.
- Assisting the Chief Finance Officer and Chief Operating Officer with special projects;
- Contribute in other ways to the effective functioning of Alert as required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Talents

At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to have initiative, drive and curiosity; as well as being highly organised, able to work to deadlines, to show initiative and be proactive when necessary. You will enjoy working with figures and be able to write and edit a range of documents with excellent attention to detail and an eye for structure, content and format. A talent for communicating and working with diverse internal clients in an international context will be essential.

This is what we will be looking for above all else.

Undergraduate degree
Strong interpersonal skills
Excellent written English
Initiative and problem-solving skills
Proven ability to work with figures
Meticulous attention to detail
Proven track record of policy / report writing
Strong analytical skills
Skilled at using word, excel, powerpoint etc

DESIRABLE REQUIREMENTS

Post-graduate degree
Full or part professional qualification (for example CIPD)
Experience / training in Human Resources
Experience of editing and proof-reading documents for publication

SUMMARY TERMS AND CONDITIONS

Leave entitlement	25 working days (pro rata), per year plus English statutory holidays.
Pension	All staff receive a pension contribution which is equivalent to 10% of their gross salary. The post-holder will be automatically enrolled into the Alert Pension scheme which is with Scottish Widow, but can choose to opt out.
Notice period	There will be an initial 1 month probationary period during which notice will be 1 week on either side. On successful completion of the probationary period notice will be 1 month.
Working hours	There is a standard 35 hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am - 4pm.
Work permits	As it is unlikely that we will be able to obtain a Work Permit for this role, all job applicants must already have the right to work in the UK.
Sport's club membership	Staff can take advantage of subsidised membership of a local sports club, upon completion of the probationary period.