

Finance Intern – IECD

An international solidarity organization created in 1988. Its mission is to implement socio-economic development projects in partnership with local institutions.

Location: Beirut, Lebanon

Duration: 6 months

Major: degree in Business Administration, Finance, or any related field.

Experience: currently enrolled students and fresh graduates are accepted

Major Responsibilities:

- Support the finance team in monitoring general expenses and multiple projects of the IECD delegation in Lebanon, including transportation and telephone expenses.
- Participate in the reconciliation between the financial monitoring tool and accounting.
- Participate in compliance checks of the application of procedures.
- Support the administrative and finance team in improving existing tools and procedures.
- Assist in the capitalization and establishment of work processes for the delegation.

Additional Requirements:

- Excellent proficiency in Excel
- Analytical and synthesis skills
- Adherence to IECD values: a focus on the individual, a spirit of service, and professional commitment.

Salary: \$150 + transportation

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb,
Ext. 7801; 7802