

U.S. Embassy Budapest

is seeking highly motivated students for a

Local Internship program (Unpaid internship)

in the **Financial Management Office** in **Spring 2025**

20 hours/week (variable hours) for 6 weeks.

The Financial Management Office provides a full range of financial services including the development of budgets and financial plans, control of obligations and expenditures, preparation and audit of payment vouchers, administration of payroll plans, salary and allowance payments, cashier operations, the purchase of foreign currencies and disbursement of funds. It negotiates and administers agreements with other U.S. Government agencies through Department of State facilities and personnel.

Major duties

- ▮ Help vouchering section with the VAT refunds preparation and invoice payments

Skills and qualifications

- ▮ Advanced Hungarian and English skills (reading, writing, speaking)
- ▮ Office etiquette
- ▮ Skilled with Microsoft Office

How will this internship benefit the intern

Interns gain hands-on experience in financial management, learning about budgeting, financial analysis, forecasting, and other key financial skills. Working in a real-world financial environment helps interns develop important skills such as data-analysis, problem-solving, communication, and software proficiency. Interns can build professional relationships with experienced colleagues, which can be valuable for future job opportunities and career growth.

How to apply

Submit your application form (obtained from your university) along with your CV, Statement of Interest, and Certification of active student status to the Human Resources Office at the U.S. Embassy, Szabadság tér 12. 1054, Budapest or to budapestinterns@state.gov.

Closing date: 3 November
2024