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| **Flag Logo small.jpgAmerican Embassy Budapest** |
| is seeking a highly motivated student for a |
| ***Local Internship******(unpaid internship)*** |
| **in the Financial Management Office for Fall 2019 semester** |

***Duration:***

* Flexible, variable hours
* Minimum 20 hours, but can accept 40-hours (we are flexible but want as many as possible
* Required days per week: Flexible
* Duration of the internship: Flexible, as long as possible (2-5 months)

***Major duties and/or projects, the scope of work and related duties:***

* Processing Official VAT refunds for the Mission (sorting through invoices, scanning invoices, downloading payment documentation, data entry into Excel sheet, reconciliation of reimbursements to fund cites), and assisting in Administrative Duties (mail delivery, ordering, scanning invoices to send to PSU).

***Required qualifications:***

* **Education: High school diploma**
* Language: Hungarian and English
* Knowledge: Information Technology (IT) skills to manage Excel spreadsheets; use of MS Office
* Abilities and skills required: IT skills to create and manage Excel spreadsheets; use of MS Office.

***How will this internship benefit the Office and the Intern:***

The internship program is a great opportunity for the interns to work in a professional and international environment together with Hungarian and American colleagues. This opportunity will help with the current staff shortage that the Financial Management Office is currently suffering from. On the other hand, it will give the Intern an overview of how a Financial Management Office for an international organization operates and help the Intern to use their English and IT skills and complete his/her college/university studies.

***Certification:***

The Financial Management Office has the adequate workspace and equipment for the interns to perform the duties during the internship.

***TO APPLY:***

Please submit the following to the Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to budapestrecruitment@state.gov:

* Application form (can be obtained from the Educational Institution),
* CV,
* Statement of Interest, and
* Certification of active student status.

***Closing date: May 20, 2019.***