

## Request for Intern Application

<b>Project</b>	<b>Country Office – Finance Unit</b>
<b>Position</b>	<b>Intern</b>
<b>Location</b>	<b>New Delhi</b>
<p><b>How to Apply:</b> Please send your CV with a brief cover letter to <a href="mailto:giz-indien@giz.de">giz-indien@giz.de</a></p> <p><b>Subject line: Application for Finance and Accounting Intern</b></p> <p><b>Last date of application: 20<sup>th</sup> May 2026</b></p>	

### **A. About GIZ India**

For details, click on: <https://www.giz.de/en/worldwide/368.html>

### **B. About the internship**

We are looking for enthusiastic and detail-oriented Finance & Accounting Intern to join our team. This is an excellent opportunity for fresh graduates or students to gain hands-on experience in core finance operations and develop practical skills in a dynamic work environment. Freshers are welcome.

### **C. Key Responsibilities:**

- Assist in preparation and processing of accounting entries.
- Support accounts payable activities.
- Help in reconciliation of accounts and financial data.
- Maintain and organize financial records and documentation.
- Help in mailbox support and Master Data Creation/ Maintenance.
- Assist in preparation of reports, MIS, and payment advice.
- Coordinate with internal teams for finance-related queries.

### **D. Eligibility Criteria:**

- Pursuing or recently completed a degree (not more than 6 months ago) in Commerce / Finance (B. Com, M. Com, etc.).
- Basic understanding of accounting principles.
- Conversant with MS Office including MS Excel and good analytical skills.
- Strong attention to detail and willingness to learn.
- Skill(s) required: Accounting, MS-Office, English proficiency.

### **What You'll Gain:**

- Practical exposure to real-world finance processes in development sector.
- Opportunity to work with experienced professionals.

If you are eager to kickstart your career in finance and accounting, we would love to hear from you!

**Who can apply:**

Only those candidates can apply who:

1. Candidates who are **currently pursuing higher studies or have recently completed a degree within the last six months** shall apply.
2. are available for full time (in-office) internship.
3. are available for duration of 6 months.
4. have relevant skills and interests.

**Others:**

Certificate will be provided on completion  
5 days a week

*Disclaimer: As per GIZ's data confidentiality policy, the candidate's application is stored in our database for six months and is deleted thereafter. GIZ supports work-life balance and promotes gender diversity. Applications from women professionals are encouraged.*