



<b>Host Employer:</b>	Asia-Pacific Economic Cooperation (APEC) Secretariat
<b>Internship Position:</b>	Finance Intern
<b>Industry</b>	International Organisation
<b>Department:</b>	Finance
<b>Duration:</b>	6 - 10 weeks
<b>Internship Location:</b>	Singapore
<b>Job Code:</b>	A1036
<b>Company Website:</b>	<a href="http://www.apec.org">www.apec.org</a>

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Asia-Pacific Economic Cooperation (APEC) operates as a cooperative, multilateral economic and trade forum. APEC achieves its goals by promoting dialogue and arriving at decisions on a consensus basis, giving equal weight to the views of all members.

### **Job Summary**

Intern of the Finance Unit to take part in the accounting and payment processes, budgeting exercise, and other tasks related to the management of APEC funding.

### **Related Disciplines**

FB, AF, BBA

### **Key Duties and Responsibilities**

Key Responsibilities:

1. Learn about operational processes in the Finance Unit, such as accounts reporting, analysis, monthly closing, etc., and provide support
2. Learn about the annual budgeting exercise of the APEC Secretariat, including the compilation of allocations for respective corporate units, consolidation of travel plans and expenses, preparing documents for internal meetings, etc., and provide support
3. Assist in reviewing current finance processes and provide feedback on potential areas of improvement
4. Assis in the development of accounting and payment system upgrade
5. To carry out any other ad-hoc duties as required by the supervisor and provide other organisational support to Finance team members

### **Job Requirements:**

#### ***Possible challenges:***

1. Adapting to Singapore's environment and culture
2. Multi-cultural workplace
3. Flexibility to work remotely and in the office

#### ***Essential Attributes:***

1. Excellent command of English
2. Proficient with Microsoft Excel, Office, and PowerPoint. Knowledge of IT system design is a plus
3. Undergraduate student (Year 2 or above) pursuing a degree related to Accounting is preferred

***Desirable Attributes:***

1. Good data processing and analytical skills
2. Good communication and presentation skills
3. Detailed, meticulous with an aptitude for numbers

**Language Requirements**

English (spoken and written)

**Working Days and Working Hours**

Monday to Friday

8:30 am to 5:30 pm (lunchtime – 1 hour); adjustable for operational needs

**Benefits provided, if applicable**

allowance negotiable