

<https://osi-ngo.org/Jobs/offres-de-stages/article/accounting-secretary-internship-opportunity>



# **Accounting/Secretary Internship Opportunity**

- Jobs / Partnerships - Internship Offers -



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# Objectif Sciences International

Our NGO organizes scientific education and research programs which aim to find solutions for sustainable development issues (water, food, energy, biodiversity, climate...). It brings together volunteers of all ages who come to learn and apply scientific techniques within our participatory action research projects. These activities for learning about research through doing scientific research take the form of educational school trips or camps for children and teenagers, or citizen science trips for adults, students, businesses or public organizations.

## Internship description

Under the management of the executive director of the NGO, the operations director of one of the NGO local group, or of the President of the NGO, you will be integrated into the NGO's Resource Center and you will help with all of their secretarial and accounting tasks. The exact details of the internship will be decided with the executive director of the NGO, taking into account the candidate's specific skills and their professional aims.

## Your tasks

Depending on the exact project, your tasks might include performing some of the basic secretary/accounting duties such as:

- Answer phone calls/e-mails
- Schedule appointments and track calendars
- Schedule travel arrangements
- Organize and file documentation
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- Preparing deposits
- Processing payments
- Creating financial reports
- Assisting with the budget planning
- Preparing and submitting tax forms and maintaining financial databases and spreadsheets

# Your Profile

- student or graduate of professional studies or universities studies, with training in fields relevant to the internship (administration, accounting, human resources)...
- Fluency in English and French compulsory. Knowledge of other languages would be valuable.
- Strong communication, writing and analytical skills
- Previous experience of team working, autonomy
- Open minded, interested in science education
- Understanding of the issues surrounding an NGO (administration, legal issues, economy, management, communication...)
- Working knowledge of accounting functions

# Conditions

The detail of conditions will depend on the candidate's profile and on the aim off the internship which will be discussed together.

**Students:** this internship has to take place within the Erasmus+ program which promotes international mobility within Europe. Get information on your eligibility from the international department at your University or your higher education school.

**Job seekers :** this internship has to take place within the international mobility program of your employment agency. Get information on your eligibility at its international service.

Full-time job based in France (Bordeaux).

Possible missions in France, Switzerland, and potentially in other countries.

Internship length and dates: dates to be decided together for an internship that would last between 3 and 12 months, depending on your situation.

Remuneration conditions: an internship allowance given by the European Union (+/- 600 euros) plus the possibility of an additional allowance paid by the NGO for field missions. During missions, the NGO will take care of travel, food and accommodation expenses.

# Applying

OSI is currently offering several internship opportunities corresponding to different programs in the NGO: we would be grateful if you would only apply to the program which best suits your profile (in the event that your profile might be better suited for another program, we will transfer it internally). Multiple applications will not be considered.

To apply, please follow this process:

- **Step 1 :** check your eligibility for an international mobility program within your University, higher education School or employment agency. Your eligibility should be specified in your application along with any potential constraints, such as internship length.
- **Step 2 :** create your user account on this present web site of the NGO :  
<http://www.osi-ngo.org/spip.php?page=inscription> [http://www.osi-ngo.org/spip.php?page=inscription]

## Accounting/Secretary Internship Opportunity

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- **Step 3** : deposit your proposal to [this form](#)