



INTERNATIONAL IDEA

Kurt Fox Niland – Intern to the Executive Director



Supporting Democracy
Worldwide

Stockholm, Sweden

Biggest Achievements

- Building and presenting the Intranet
- Contributing to the Financial Statement

Company Profile

Founded in 1995, headquartered in Stockholm, Sweden. International IDEA is an intergovernmental organisation that supports sustainable democracy worldwide with offices located around the globe. Its objective is to strengthen democratic institutions and processes at all levels. It works upon invitation to provide in-country support to democratic countries.



Skills Used & Developed

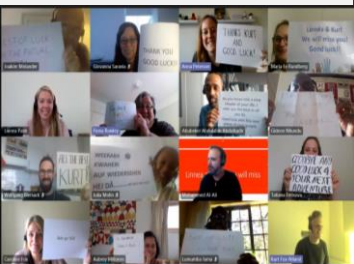
- Enterprise Systems
- Microsoft SharePoint
- Office 365
- Project Management
- Finance Administration
- Communication Skills
- Organisational Skills
- Time Management

MY ROLE

- Build an Intranet.
- Write a manual on how to edit the Intranet.
- Monthly bank reconciliations.
- Registering payments.
- Monthly bank reports.
- Track and support other offices with finance duties.
- Register lease and framework contracts onto the Enterprise system.
- Develop a report calculating the Euro-cost value of lease agreements.
- Procurement report.
- Cast and cross-cast of 2021 Budget, 2020 Financial Statement and 2020 Activity report



Going Forward



Final year in NCI

Pursue a career in finance

2020

2021

2022

2023

International IDEA Internship

Enroll in a graduate programme



National College of Ireland