

## **BRAC Internship Description**

**Programme/Enterprise:** BRAC International (BI)

**Project/Unit:** Finance and Accounts

**Duration:** 3 months

**Application Deadline:** 30<sup>th</sup> March 2023

**Starting Date:** 6<sup>th</sup> April 2023

**Location:** BRAC Centre, 75 Mohakhali, Dhaka 1212

**Working Hours:** 8.30am - 5.15pm (Sunday – Thursday). The current practice will be applicable for the recruited person.

### **Programme/Enterprise Description**

BRAC International (BI) works in 10 developing countries across Asia and Africa with the aim of creating opportunities for people living in extreme poverty. BRAC International opts for an integrated and comprehensive approach to poverty by working simultaneously on health care, educational opportunities, economic progresses and overall development.

### **Project/Unit Description**

The BI Finance team works support all 10 operating countries. This team is working here to extend support to ensure smooth operation.

### **Purpose of Internship** (including learning outcomes)

The intern will support the Finance and Accounts team in the Head Office. Through completion of this internship, the intern will gain knowledge on financial report analysis, spread sheets and practical knowledge about budgeting.

### **Intern's Responsibilities**

The intern will assist with:

- Reviewing financial statements
- Remodeling of ERP (Enterprise Resource Planning)
- Developing budgets
- Analytical and management-related support assignments
- Developing / upgrading spread sheets
- Data reconciliation.

### **Requirements**

#### **a) Educational Background**

- Level: Bachelor's / Master's degree from any reputed University
- Subject: Finance / Accounting

**b) Language Proficiency**

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

**c) Knowledge/Skills/Competencies**

- Computer applications (especially MS Excel)
- Good prioritization and analytical skills
- Ability to exercise diplomacy and deal with a variety of highly confidential and sensitive issues with discretion
- Excellent interpersonal, communication and coordination skills
- Interest in the development sector and exposure to multicultural perspectives

**d) Work/Volunteering Experience:**

Experience of volunteering with development organization will be an advantage