

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: BIHBV Finance

Duration: 03 months

Application Deadline: 20 January 2026

Expected Starting Date: 01 February 2026

Location: BRAC International Dhaka Office, Bangladesh

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

Monthly Stipend: BDT 8,000

No of Intern - 1

Programme/Enterprise Description

BRAC International, a leading non-profit organisation, is on a mission to empower people and communities facing poverty, illiteracy, disease and social injustice. Our vision is a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs). It started the first international operation by venturing into Afghanistan in 2002, building on lessons from the work in Bangladesh to support a nation devastated by war. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit www.bracinternational.org

Project/Unit Description:

The BRAC International Holdings B.V. (BIHBV) Finance team works to support all the BI Microfinance operating countries finance function. This team is working here to extend support to ensure smooth operation.

Purpose of Internship:

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, spreadsheets and practical knowledge about budgeting.

Intern's Responsibilities:

- Review financial statements
- Support in country statutory & group audit
- Generate reports from the system
- Assist in developing budgets
- Support analytical and management-related assignments
- Develop/ upgrade spread sheets and data reconciliation

Requirements:

a) Educational Background:

- Bachelor's degree (enrolled in last semester, all other courses should be completed)
- 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 prioritisation 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
- Possess high ethical and moral standards.

BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

“BRAC International is an equal opportunities employer”