

BRAC Internship Description

Programme/Enterprise: Finance and Accounts

Project/Unit: Treasury

Duration: 3 Months

Application Deadline: 31 August 2026

Starting Date: 13 September 2026

Location (Office & Floor): 7th floor, BRAC Centre

Working Hours: 8 Hours

Monthly Stipend: BDT 8,000/-

Programme/Enterprise Description.

Finance & Accounts (F&A) provides financial management, accounting, treasury, budgeting, reporting, payment, and advisory support to BRAC programmes and enterprises. The function ensures effective financial control, accurate financial reporting, compliance, and efficient management of organizational funds and banking activities.

Project/Unit Description

The project will be undertaken under Treasury function within the Finance & Accounts department to reconcile the interest income received from Head Office bank accounts.

Purpose of Internship (including learning outcomes)

The internship aims to provide practical exposure to banking operations, financial analysis, interest calculation, reconciliation, and financial control processes within a large development organization.

By the end of the internship, the intern is expected to:

- Understand bank account operations and interest calculation practices.
- Develop skills in Excel-based financial analysis and data management.
- Gain practical experience in financial control, documentation, and reporting.

Intern's Responsibilities:

- Collect and organize bank statements and relevant supporting documents
- Review interest credited by banks.
- Identify the applicable interest rate/terms for each bank account.
- Calculate the expected interest based on the applicable rate, balance, and relevant period.
- Compare the calculated/expected interest with the actual interest credited by the bank.
- Verify applicable withholding tax and other relevant deductions, where applicable.

- Prepare account-wise reconciliation and exception reports.
- Maintain a structured Excel database for all reviewed bank accounts.
- Maintain proper documentation and confidentiality of financial and banking information.
- Perform any other related tasks assigned by the supervisor.

Requirements

- **Educational Background**
 - Level: Bachelor's degree students, preferably in their final year, or recent graduates.
 - Subject: Finance, Accounting, Banking & Insurance, Economics, Business Administration, or other relevant disciplines.
- **Language Proficiency**
 - Bangla (written/spoken): Good
 - English (written/spoken): Good
- **Knowledge/Skills/Competencies**
 - Basic understanding of accounting and banking concepts.
 - Good knowledge of financial calculations and interest calculations.
 - Strong Excel skills, including basic formulas, sorting, filtering, and data analysis.
 - Strong attention to detail and accuracy.
 - Ability to work with large volumes of financial data.
 - Good analytical and problem-solving skills.
 - Ability to identify discrepancies and investigate variances.
 - Good documentation and record-keeping skills.
 - Ability to maintain confidentiality of financial and banking information.
 - Good communication and interpersonal skills.
 - Ability to work independently as well as within a team.