

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Finance and Accounts

Duration: 3 months

Starting Date: 16 May 2021

Application Deadline: 10 May 2021

Location: 7th Floor, BRAC Head Office, Dhaka

Working Hours: 8.30 am - 5.00 pm (Sunday - Thursday)

Monthly Stipend: BDT 5,000

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
- Subject: Finance / Accounting from any reputed University

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Proficient

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