

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: Finance and Accounts

Duration: 3 months

Application Deadline: 30 September, 2022

Starting Date: 10 October, 2022

Location: 14th Floor, BRAC International, BRAC Head Office, Dhaka.

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC International's vision is of a just, enlightened, healthy, and democratic world free from hunger, poverty, environmental degradation, and all forms of exploitation based on age, sex, and ethnicity. Our mission is to work with people whose lives are dominated by extreme poverty, illiteracy, disease and other disadvantages. With a holistic approach, we strive to bring about positive changes in the quality of the lives of the poor. We are currently operating across ten countries in Africa and Asia.

Project/Unit Description

The BI Finance team works support all 9 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, spreadsheets and practical knowledge about budgeting, auditing.

Intern's Responsibilities

- 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

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