

BRAC Internship Description

Programme/Enterprise: BRAC International (BI)

Project/Unit: Finance and Accounts

Duration: 3 months

Application Deadline: 24 April 2024

Starting Date: 2 May 2024

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 8000

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:

- Assist in reviewing financial statements to ensure accuracy and compliance with accounting standards
- Assisting to remodel of ERP (Enterprise Resource Planning)
- Collaborate with the finance team to develop budgets
- Provide support to analytical and management-related tasks
- Create and update spreadsheets to organize and analyze financial data, incorporating formulas and functions as needed to facilitate data interpretation and reporting
- Assist in reconciling data from various sources to ensure consistency and accuracy

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