

# Internship Programme

## Work Plan/JD

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<b>Department</b>	Finance
<b>Intern Supervisor</b>	Finance Business Partner
<b>Intern Role Title</b>	Finance intern
<b>Internship Duration</b>	3 months
<b>Hours</b>	Minimum 3 Days
<b>Location</b>	Birmingham – Rea Street
<b>Start Date</b>	Autumn 2018
<b>Expense</b>	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
<b>Key Responsibility Tasks</b>	
<p>Tasks will primarily include but not limited to:</p> <ul style="list-style-type: none"> <li>• Assist in production of monthly monitoring reports</li> <li>• Undertake analysis of monitoring reports including variance analysis as directed</li> <li>• Review and maintain financial record keeping</li> <li>• Undertake mini-projects as directed including income trend analysis</li> <li>• Assist in preparation of files and general audit queries</li> <li>• Support Payables function, including general admin and statement reconciliations</li> <li>• Support uploading journals on financial ledger (AX) for weekly payment runs</li> </ul>	
<b>Personal Specification</b>	
<ul style="list-style-type: none"> <li>• Graduate preferably in Accountancy, Finance or Economics</li> <li>• Or studying towards CCAB qualification or AAT</li> <li>• Good analytical and communication skills</li> <li>• Proficient in use of MS Excel or equivalent spreadsheet</li> <li>• Committed to learning and fulfilling the Internships Scheme</li> </ul>	
<b>Skills sets developed</b>	
<ol style="list-style-type: none"> <li>1. Introduction to Aid work &amp; Humanitarian and Principles</li> <li>2. An understanding of Islamic Relief' work culture and values</li> <li>3. Financial reporting and monitoring skills</li> <li>4. Understanding variance analysis</li> <li>5. Acquiring workplace experience towards accountancy qualifications</li> <li>6. Exposure to office routine</li> </ol>	