

Internship JD / Work Plan

Department	Islamic Microfinance Unit
Intern Supervisor	Head of Micro Finance - Dr Mohammed Kroessin
Intern Role Title	Microfinance Intern a) Legal & Shariah compliance b) Financial performance
Internship Duration	3 Months
Full-time / Part-time	Minimum 3 Days
Location	Birmingham
Start Date	March 2019
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<p>The newly established Islamic Microfinance Business Unit (I-MF BU) brings to the fore a sustainable, high social impact and Shariah-compliant livelihoods intervention within Islamic Relief's poverty reduction strategy. The I-MF BU also provides centralised corporate and Shariah governance for IR I-MF operations and manages the microfinancial portfolio performance, spanning 12 different global locations with active loans in the region of £10m.</p> <p>a) Support legal and Sharia compliance programme within Global Islamic Microfinance team by:</p> <ul style="list-style-type: none"> - Supporting regulatory and business environment review in-country - Supporting external Shariah review - Liaising with legal and Sharia advisors <p>b) Support financial performance management function by:</p> <ul style="list-style-type: none"> - Compilation and analysis of microfinancial portfolio data - Supporting the development/improvement of performance standards - supporting financial portfolio forecasting 	
Personal Specification	
<ol style="list-style-type: none"> 1. Graduate/post-graduate or substantive early career professional experience in law, finance, banking or accounting 2. Committed to Islamic Relief faith driven values and core humanitarian principles 3. A keen interest as Islamic Microfinance as an alternative 4. Excellent interpersonal and organizational skills 5. Proactive and able to use initiative to get things done and prioritise his or her work 6. Excellent written communication skills with high attention to detail. 7. A good team player 8. Committed to learning and fulfilling the Internships Scheme 9. Able to travel to the field if required for up to 4 weeks in challenging environments (All expenses will be paid) 	
Key skills developed	
<ol style="list-style-type: none"> 1. An understanding of Islamic Relief' work culture and values 2. International financial reporting standards 3. Communications and Interpersonal skills 	

4. Microfinance performance standards
5. Shariah-compliance financial services
6. Prudential and non-prudential regulatory frameworks for MFI