



Finance

Paid Internship Scheme

JD/Work Plan

Department	Finance
Intern Supervisor	Finance Business Partner
Intern Role Title	Finance Intern
Internship Duration	6 months
Hours	28 hours (4 days)
Location	Birmingham – Hybrid
Start Date	July 2024
Interns will be paid in line with the National Living Wage of £11.44 per hour.	
Key Responsibility Tasks	
Tasks will primarily include but not limited to: <ul style="list-style-type: none">• Assist in production of monthly monitoring reports.• Undertake analysis of monitoring reports including variance analysis as directed.• Review and maintain financial record keeping.• Undertake mini-projects as directed including income trend analysis.• Assist in preparation of files and general audit queries.• Support Payables function, including general admin and statement reconciliations.• Support uploading journals on financial ledger (AX) for weekly payment runs.	
Personal Specification	
<ul style="list-style-type: none">• Graduate preferably in Accountancy, Finance or Economics or studying towards CCAB qualification or AAT• Good analytical and communication skills• Proficient in use of MS Excel or equivalent spreadsheet• Committed to learning and fulfilling the Internships Scheme	
Skills you will develop	
<ol style="list-style-type: none">1. Introduction to Aid work & Humanitarian and Principles2. An understanding of Islamic Relief' work culture and values3. Financial reporting and monitoring skills4. Understanding variance analysis5. Acquiring workplace experience towards accountancy qualifications6. Exposure to office routine	