Internship Programme

Work Plan/JD

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| **Department** | Finance |
| **Intern Supervisor**  | Finance Business Partner |
| **Intern Role Title** | Finance Intern |
| **Internship Duration**  | 3 months |
| **Hours**  | Minimum 3 Days  |
| **Location** | Birmingham – Remote (Working from home)  |
| **Start Date** | As soon as possible |
| **Expense** | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch). |
| **Key Responsibility Tasks**  |
| Tasks will primarily include but not limited to:* 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
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| **Personal Specification** |
| * 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
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| **Skills sets developed**  |
| 1. Introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief’ work culture and values
3. Financial reporting and monitoring skills
4. Understanding variance analysis
5. Acquiring workplace experience towards accountancy qualifications
6. Exposure to office routine
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