

Internship Programme Work Plan/JD

Department	Finance
Intern Supervisor	Finance Business Partner
Intern Role Title	Finance intern
Internship Duration	3 months
Part-time	Part time (3 days)
Location	Birmingham – Rea Street
Start Date	June 2017
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<p>Tasks will primarily include but not limited to:</p> <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 sets developed	
<ol style="list-style-type: none"> 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 	