**Terms of Reference for a Finance Intern**

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**Scope of Responsibilities:**

The Finance Intern will be supporting the Finance Operations to be done as a part of fulfilling the organizational commitment to poor people by contributing to the financial processes.

**Responsibilities:**

The Finance intern is responsible for support to finance department and different programmes in different financial activities like support in voucher cross checking, scanning, financial archiving and record keeping, filling and serializing vouchers, ensuring proper stamping in vouchers and disburse cheques to vendor/suppliers, ensure revenue stamps, proper signature, arrange stamps and approval in challans from VAT/Tax authority and disburse different documents, letters and challans to bank and other offices. The objectives of the engagement are shared in the following matrix along with the activities, expected results and timeline for better understanding:

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| **Objectives** | **Activities** | **Expected Results** |
| To ensure suppliers/vendors bill are properly submitted to finance by confirming required signatures, cross check the vouchers code and Supply request code matching with each other, revenue stamp, money receipts and other requirements as per nature of transaction | * Ensure that bills are paid by confirming all required receive signature in the documents
* Confirm money receipts and/or undertaking on company letter head pad about cheque received from suppliers/vendors
* Ensure required Revenue stamps is attached in the vouchers as per government rule.
* Cross check the payment vouchers codes are accurate and correct as per Supply request
 | * All the Financial Documents will go through a first screening regarding vouchers code and Supply request code matching with each other, revenue stamp, money receipts and other requirements
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| Ensure archiving, filling for audit and office, vouchers serializing, professional record keeping of financial transactions, scanning of documents for Dhaka office and others, | * Ensuring all vouchers are serialized as per cheques and cash and bank books
* Complete the scanning of documents and vouchers and other required papers for Dhaka office and for audit and other official purposes
* Complete the vouchers filling as per voucher number and ensure the serials are written and voucher numbers are also mentioned on the top of files
* Support on preparing of voucher files for audit purpose with related other documents
 | * Archive all documents as Soft copy for External and Internal Auditor
* Documented all papers in relevant file
* Chronological Filing systems introduced
* Electronic files are available for maintaining the backups as well as ready for system automation.
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| Support to update registers and Maintain liaison with inter department  | * Maintain and ensure that registers are update and maintained properly for audit requirement
* Ensure the required support from inter department from Admin and HR departments and any other departments
* Working with other members of the Finance team in all offices to ensure all kind of cordial support
 | * Update bill register, advance register, timesheet folder update
* Effective communication with different department
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**Obligations:** Maintain high level of confidentiality wherever the incumbent come across sensitive information’s/data. Person shall accept, adhere to all Concern Worldwide policies (Code of Conduct and its associated safeguarding policies). A report shall be prepared and submitted by the incumbent on completion of the nine months tenure prior to the final settlement is made.

**Accountability:** The Finance Intern - is accountable to support the finance department as well as whole organizational support in financial aspects. (S)He will also support programme and HQ colleagues, auditors, suppliers are the main means of assessing performance.

**Recruitment Requirements:** BBA/MBA in Business Administration, preferably major in Finance.

**Job related knowledge:**

* Minimum 03/06 months experience in international and development organisations will be given preference.
* Understanding of current best practices in Finance and payment process.
* Understanding of terms of Tax and Vat rules in terms of payment process
* fresher with strong relevant academic background are also encouraged to apply
* Having knowledge in MS Word, MS excel/PowerPoint
* Excellent communications skill in English and Bangla

**Time period:** **Nine (09)** Months from the date of joining.

**Location:** Dhaka Head Office