

## INTERNSHIP OPPORTUNITY

**Position:** Intern-Finance & Accounts

**Report to:** Financial Controller

### Principal Role/Accountabilities

Work closely on a daily basis with the Finance team on -

- Assist in accounting for daily bank transactions and cash transactions
- Assist in preparing journal, and voucher entries to be processed in software
- Prepare vouchers according to the financial policy
- Support the Finance team in daily tasks
- Assist in preparing other documentation for the finance team
- Performs other analytical activities and ad hoc reporting as required.
- Contribute positively to the company's culture and values

### Requirements:

- Accounting or Finance Graduate/ CAT / FIA / ACCA (part 1) qualified or in a comparable discipline from a reputable institute.
- Knowledge of financial modeling
- Efficient in using MS office tools, especially in MS word, MS excel & MS PowerPoint
- Knowledge of IFRS, IAS
- Knowledge of Accounting Software (eg- QuickBooks, Xero, RedBook)
- Volunteer or professional experience in organizing seminars, events is a plus
- Willing to work in a highly demanding and result-oriented environment
- Knowledge of the Bangladesh Startup Ecosystem is a plus

**Location:** Dhaka, Bangladesh

**Remuneration:** BDT 10,000 per month

### Application Procedure:

(1) Interested candidates may apply with a detailed CV to the email address: [career@startupbangladeshvc.gov.bd](mailto:career@startupbangladeshvc.gov.bd) by 16/02/2023 mentioning the subject as 'Application for the position of Intern-Finance & Accounts'.

(2) Only short-listed candidates will be called for interviews.

(3) The authority of Startup Bangladesh Limited reserves the right to cancel any or all applications without assigning reasons whatsoever.