

Job Description Template

Section A : Job Context	
Position Title	Internship Trainee
Job Grade	N/A
Division	Finance Division
Department	Finance / Financial Reporting / Corporate Tax Department
Location	Glenmarie Office, Shah Alam
Reporting To	Head of Finance Department
Duration	4 weeks and above

Section B : Job Purpose
<p>Internship programs offer hands-on experience, skill development, and career exploration opportunities for interns while providing organizations with a talent pool, fresh perspectives, and cost-effective support.</p>

Section C : Key Accountabilities		
Key Result Areas	Major Activities	Outcomes
1. Assist Financial Governance Activities	<ul style="list-style-type: none"> Process invoices, receipts, and payment documentation. Maintain and organize financial records for audits. Assist in budget tracking and report discrepancies. Support financial analysis and procurement tasks. 	<ul style="list-style-type: none"> Intern can gain practical experience in financial documentation and audit preparation.
2. Administrative Task	<ul style="list-style-type: none"> Handling incoming emails, drafting responses, and maintaining email records. Preparing and distributing documents, reports, and presentations Entering data into spreadsheets, databases, and other software systems. Maintaining accurate records, files, and archives. 	<ul style="list-style-type: none"> Intern able to demonstrate their ability to handle administrative tasks effectively
3. Assist in Corporate Tax Management	<ul style="list-style-type: none"> Assist in preparing corporate tax documentation and reports. Gather data and prepare for tax filing purposes. 	<ul style="list-style-type: none"> The intern gains knowledge of tax compliance and corporate tax report preparation.

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<p>4. Assist in Financial Reporting Activities</p>	<ul style="list-style-type: none"> Assist in preparing financial statements and reports. Organize data for monthly or quarterly financial reporting. 	<ul style="list-style-type: none"> Intern gains experience in financial reporting and managing data for reporting cycles.
<p>5. Assist Transfer Pricing Documentation</p>	<ul style="list-style-type: none"> Compile and maintain transfer pricing documentation. Collect data and prepare for regulatory compliance. 	<ul style="list-style-type: none"> Intern understands transfer pricing regulations and gains hands-on experience in compliance documentation.

<p>Section D : Job Dimension (ex: Limit of Authority, Financial Metrics, etc.)</p>	
<p>N/A</p>	

<p>Section E : Job Challenges</p>	
<ol style="list-style-type: none"> Interns may need to adapt to a new work culture, with different norms, expectations, and communication styles Interns may find it challenging to navigate the organizational structure, understand internal processes, and identify appropriate individuals for assistance or guidance. 	

<p>Section F : Job Requirements</p>	
<p>Qualification</p>	<p>Bachelor Degree in Finance and equivalents with minimum CGPA 3.00</p>
<p>Functional/Technical Skills & Knowledge</p>	<ol style="list-style-type: none"> Strong communication skills are crucial for interns to convey their ideas clearly, both verbally and in writing Able to identify problems, analyze situations, and develop effective solutions. Able to collaborate effectively with colleagues from diverse backgrounds and work styles. Able to manage their time effectively to meet deadlines, prioritize tasks, and balance multiple responsibilities. Able to maintain a well-organized workspace and manage their files and documents efficiently
<p>Years of Experience</p>	<p>N/A</p>
<p>Additional Certification</p>	

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Section G : Behaviourial Competencies

1. Verbal Communication: Ability to articulate ideas clearly, concisely, and persuasively, both in one-on-one conversations and group settings.
2. Written Communication: Ability to write clear, concise, and professional emails, reports, and other documents.
3. Active Listening: Ability to pay attention attentively, understand what others are saying, and ask clarifying questions.
4. Creativity: Ability to think outside the box, generate new ideas, and approach problems from different angle

Section H : Internal & External Relationships

Internal Relationship	External Relationship
BERNAS Employees	N/A

Date Approved:

Reviewed By

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HR Department [Insert Name & Designation]