

## **Financial Planning Intern**

### **Background**

The Atma Financial Planning intern will assist the Atma Partner organisation with their financial plan. The role will involve understanding the Atma partner organization's work and reviewing of the current system and preparing an accounting policy, budget and financial strategy accordingly.

Location:	Mumbai/Pune
Time Commitment:	Full Time

Sr. no.	Key Job Areas
	<ul style="list-style-type: none"> <li>● Working in collaboration with the partner organization to outline the financial position in the areas of income, expenses, earnings and forecast finances</li> <li>● Understanding the financial components of the organization's program</li> <li>● Formulating an internal accounting policy</li> <li>● Preparing a budget for partner NGO</li> <li>● Facilitating implementation of internal accounting systems</li> <li>● Plan a fundraising strategy by looking at various fundraising sources and analyzing the one that could be apt for the organization</li> </ul>

Skills	Knowledge/Experience	Competencies
A Bachelor's degree in	Experience in working	Consultative approach to

accounting.	on a Financial planning project.	work
Strong inter-personal and communication skills.	Training/experience in financial management particularly budgeting and cash flow for casting.	Self starter
	Experience in preparing budget.	Able to deal with ambiguity.
		Strong personality
		Maturity