



Finance Intern

(Start Date Immediately / As Soon as Possible)

About Yunus Thailand

Yunus Thailand (YT) works as a driving force for social business in Thailand, empowering entrepreneurs to solve the world's most pressing challenges. YT was co-founded by Muhammad Yunus, winner of the 2006 Nobel Peace Prize for his contributions in the fight against poverty and inequality. Through his work pioneering modern microfinance and launching the social business movement, it is estimated that Professor Yunus has lifted more than 50 million people out of poverty, and the microfinance and social business concepts he established with Grameen Bank have been replicated in nearly every country in the world. As a key organization within the global Yunus Social Business Network, YT is the coordinating mechanism and national touchpoint connecting Thailand with the world's largest social business family. YT's vision is a world of three zeros: zero net- carbon emissions, zero poverty, and zero unemployment through entrepreneurship.

Job Description

The Finance Intern will work under the supervision of the Operations Officer to support the day-to-day financial and administrative activities of Yunus Thailand (YT). The intern will assist with organizing financial documents, recording expenses, preparing financial presentation slides, and developing basic financial forms and templates.

The intern will also work with the YT program team to support financial documentation for projects and activities.

Roles and Responsibilities

1. Financial Administration and Documentation

- Assist in organizing and maintaining financial documents, including invoices, receipts, and payment records.
- Support basic data entry into financial tracking spreadsheets and accounting software.
- Assist in recording and updating income and expense information.
- Organize and maintain digital and physical financial filing systems.
- Help collect receipts and supporting financial documents from team members.



2. Expense Tracking and Project Support

- Assist in updating expense tracking sheets for organizational and project activities.
- Support the preparation of basic expense summaries.
- Help organize receipts and financial documents for project activities, workshops, and events.
- Assist in checking financial documents for completeness.
- Coordinate with project team members to collect required financial information.

3. Financial Presentations and Reporting Support

- Assist in preparing financial presentation slides using PowerPoint, Google Slides, or Canva.
- Create simple charts, tables, and graphs to present financial information.
- Support the preparation of basic financial summaries for internal meetings and project updates.
- Assist in formatting and organizing financial reports and presentation materials.

4. General Finance and Operations Support

- Assist with routine finance-related administrative tasks.
- Support the preparation and organization of documents for internal meetings.
- Coordinate with team members on basic financial documentation matters.
- Perform other relevant administrative tasks as assigned by the Operations Intern
- Currently pursuing or recently completed a bachelor's degree in Accounting, Finance, Business Administration, Economics, or a related field.
- Basic knowledge of accounting and financial documentation is an advantage.
- Basic proficiency in Microsoft Excel and Google Sheets.
- Familiarity with PowerPoint, Google Slides, or Canva.
- Good organizational skills and attention to detail.
- Good communication skills in Thai and English.
- Willingness to learn and ability to work collaboratively with others.
- Interest in nonprofit organizations, social entrepreneurship, or social impact is an advantage.

Learning Opportunities

The Finance Intern will have the opportunity to:



- Gain practical experience in financial administration and documentation.
- Develop basic skills in expense tracking and financial data management.
- Learn how to prepare financial presentations and visualize financial information.
- Gain experience in developing financial forms and tracking templates.
- Understand basic financial processes within a nonprofit organization.
- Strengthen organizational, communication, and teamwork skills.

Work Culture

More important than experience, Yunus Thailand is looking for the right character to join the YT family. Here are some of the principles we follow which give a good idea of the work culture we practice and therefore the people we are looking for:

- **PURPOSE:** More than a job, we are on a common mission to create meaningful impact and make a difference.
- **EQUALITY:** Non-hierarchy, some people have more experience than others, but everyone has ideas and are equal in the organization to share them. Sometimes less experience means new perspectives.
- **ENTREPRENEURIAL:** Pro-active and creative, we are constantly finding ways to provide value to those who we work with, whether that is social, environmental, or economic value to communities, clients, or partners. We also recognize we need to bring value to YT to sustain and then grow our impact.
- **SOLIDARITY:** We strive to create an environment where all our team members are supported not only in their professional growth, but also in overcoming personal challenges. We are there for each other through struggles or successes, and the strength of our organization lies in this solidarity.
- **INNOVATION:** We're not looking to do the same old things better; we want to challenge the status quo and do new things in new ways.
- **EMPOWERING:** Learning and career development is an internal social mission, where members of YT should be supported to go on to do great things.

Interested candidates are invited to send their CV and cover letter to us [here](#).