



Proshika Manobik Unnayan Kendra
Human Resource Department
Vacancy Announcement

Date: 07.08.2022

Proshika is a one of the largest NGO in Banglaesh. It was established in 1976. Now, the organization is expanding Microcredit and Savings activities in addition to Social development programs. The organization is currently looking for as qualified and experienced **Audit Manager**. The Audit Managers will be appointed considering his work experiences and performances.

No of Vacancy: 02

Key Responsibilities:

- Carry out a full audit of Head office /area and branch office and EIG program etc.;
- Ensure transactions properly recorded in a timely manner;
- Verify and check bills, vouchers and supporting documents;
- Ensure control management regarding financial reliability and compliance by making sure that directions and regulations are strictly adhered to.
- Monitor actions taken by management in response to audit reviews, ensuring that all agreed audit actions and recommendations are accurate and timely implemented;
- Ensure that audits are performed with due professional care and there are credible audit observations, conclusions and recommendations.
- Obtain, analyze, and evaluate accounting documentation, reports, and data
- Act objectively by giving independent advice in order to ensure policy and achieve organizational goals.
- Assist to document the audit process and prepare audit findings, prepare and present reports that clearly reflect the audit results;
- Strive to continuously develop knowledge in the sector regarding rules, regulations, best practices, techniques and performance standards;
- Perform branch audits to ensure compliance with branch and head office rules and regulations;
- Check and verify loan disbursement and realization procedures;
- Check and verify savings deposit and withdrawn by the members of the organization;
- Confirm control measurement to be taken by appropriate management in respect of assets;
- Assist to implement internal audit and internal control mechanism technique within the organization;
- At least 15 days field visit in each month.
- Perform other duties as directed by higher authorities as required by the organization.
- Audit manager will be responsible to the chief Auditor;

Employment Status: One year probationary period. After completing probationary period satisfactorily the service will be made permanent as per organizational staff policy.

Salary and Other Benefits: Negotiable

Educational Requirements: Must be CA course complete. At least M.Com (Accounting)/MBA (Major in Finance or Accounting).

Experience Requirements: Should have minimum 05 year(s) similar experience in the following area(s): Micro Credit and Development Organization.

Age: Maximum 40 Years

Computer Knowledge: Must have computer knowledge in Microsoft Word, Excel and Power point etc.

Additional Requirements: Self-motivated & self-driven. Ability to work under pressure. Well organized and disciplined

Job Location: Head office, Dhaka.

Application Rules:

Interested Candidates are requested to apply with an updated CV (Mentioning expected salary) along with a cover letter. Copy of all educational Certificate, passport size photograph, National ID, name and address of two references, email address & Mobile phone number and should send to ahyder27135.bd@gmail.com Only short listed candidates to be called for interview.

Enclosed a Pay order /Bank draft for Tk. 300/- (Three hundred) In favor of **"PROSHIKA MANOBİK UNNAYAN KENDRA"** (non refundable). Those who apply by email: pay order/bank draft will be paid later.

Or Hard copy:

To Head of HR, Proshika Manobik Unnayan Kendra, BPMI Bhaban, Holding # 213-214 (Fifth Floor), Janata Housing, Shah Alibag, Mirpur-2, Dhaka-1216.

Deadline of Application: August 25, 2022

Addicted need not Apply. Women candidates are encouraged to Apply