



PROSHIKA Manobik Unnayan Kendra
Human Resource Department
Vacancy Announcement

Date: 16.04.2024

PROSHIKA is a one of the largest NGO in Bangladesh. 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 **Senior Audit Officer**. The **Senior Audit Officers** 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- Check and verify savings deposit and withdrawn by the members of the organization;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;

Education, Experience, Computer Knowledge & other Requirements: Must be CA course complete. At least M.Com (Accounting)/MBA (Major in Finance or Accounting). Candidates Should have minimum 02 year(s) similar experience in the following area(s): Micro Credit and Development Organization. Must have computer knowledge in Microsoft Word, Excel and Power point etc. Self-motivated & self-driven, Ability to work under pressure, Well organized and disciplined will be considered as additional requirements.

Salary and Other Benefits: Negotiable

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

Age: Maximum 32 Years

Job Location: Head office, Dhaka.

Application Rules:

Interested Candidates are requested to apply with an updated CV (Mentioning expected salary and mobile number) along with a cover letter. Copy of all educational Certificate, Two copy passport size photograph, National ID, name and address of two references, email address & Mobile phone number.

Application Fee: Application fee non refundable Tk. 500/- (Five hundred) pay to “**PROSHIKA MANOBIK UNNAYAN KENDRA**”. The name of the account should be deposited any of the bank braches mention in the table below.

Name of Bank	Branch Name	Account Name	Account Type and No.	
Pubali Bank Ltd.	Darus Salam Road Branch, Dhaka	Proshika Manobik Unnayan Kendra	CA	2990102000066
Dutch-Bangla Bank Ltd.	Mirpur Branch, Dhaka	Proshika Manobik Unnayan Kendra	CD	1151100035193

A photocopy of deposit slip submitted along with the application. Otherwise the application will be considered rejected. All original documents including deposit slip must be displayed at the time of viva voce. Those who apply by email application fee will be paid during the interview.

Deadline of Application: May 15, 2024

Application send to: Director, Human Resource Department, PROSHIKA Manobik Unnayan Kendra, Proshika Bhaban, I/1-Ga, Mirpur-2, Dhaka-1216. Or sent to hrd@proshikabd.com Only short listed candidates to be called for interview.

Final Selection Process: Recruitment will be done from among the qualified candidates as per proper rules. A panel will be created and kept for future recruitment. We encourage to visit: <http://www.proshikabd.com>

Addicted need not Apply. Women candidates are encouraged to Apply