



PROSHIKA Manobik Unnayan Kendra Human Resource Department Vacancy Announcement

Date: 01.07.2025

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 Micro credit related working experienced personnel will be recruited in **Financial Services Department (FSD)** for the post of **Deputy Director**. The **Deputy Director** will be appointed considering his work experiences and performances.

No. of Vacancies: 01

Responsibilities

- Prepare financial statements, savings and credit reports, financial activity reports, and forecasts.
- Monitor financial details to ensure that legal requirements are met.
- Assesses the creditworthiness of individual projects seeking loan or credit analyzing financial data to determine the risk of lending.
- Strong understanding of financial ratios, statements and risk metrics.
- Preparing monthly, quarterly and yearly financial statements and other reports using customized Software.
- Review financial reports and seek ways to reduce costs.
- Responsible for the strategic management and planning of a organization's future cash flow and cash flow to assess microcredit risk.
- Preparing reports as per the requirements of MRA and PKSF.
- Perform project-specific financial and risk analysis with significant emphasis on planning that includes input from the operations team.
- Manage accounting procedures, including profit-and-loss (P&L) activity, balance sheet activity, and accounts receivable compliance with GAAP standards.
- Liaison with field level accounts and credit, and expedite the collection procedure.
- Ability to present slides of accounting/credit data and strong communication skills.
- Provide insight on spending trends, cost-saving initiatives, and margin opportunities.
- Sound knowledge on income Tax and VAT matters.

Education, Experience, Computer Knowledge & other Requirements: CA (C.C.)/CA partly qualified (will be given preference) with M.Com/MBA in Accounting/Cost Accounting or Finance. Candidates Should have 10 year(s) similar experience in the following area(s): Micro Credit and Savings Services Development Organization, MRA Certified NGO etc. Must have practical reporting experience with PKSF and MRA and also 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 contract basis. After completing Contract period satisfactorily the service will be made permanent as a **Deputy Director** in organization as per staff policy.

Job Location: Head office, Dhaka.

Application Rules:

Interested Candidates are requested to apply with an updated CV 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 MANOBİK UNNAYAN KENDRA**". The application fee should be deposited form any scheduled bank branch to the account name and number that 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	SND	2990102000580

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

Deadline of Application: July 20, 2025

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

Final Selection Process: Only short listed candidates to be called for interview. Recruitment will be done from among the qualified candidates as per proper rules. A panel of qualified candidates will be prepared and kept for future appointment. Authority reserves any modified decision regarding appointment. We are encouraged to visit: <http://www.proshikabd.com>

Addicted need not Apply. Women candidates are encouraged to Apply