



PROSHIKA Manobik Unnayan Kendra
Human Resource Department
Vacancy Announcement

Date: 25.08.2024

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 personnel will be recruited in **Accounts** and **Financial Services** Department for the post of **Finance Manager**. The **Finance Manager** will be appointed considering his work experiences and performances.

No. of Vacancies: 02

Responsibilities & Context:

- Checking of Bank payment, Receipt and journal Voucher through accounting software & Check monthly cash/credit deposit & collection.
- Monitor and supervise day to day accounts related task; like bill vouchers and advances.
- Timely preparation in financial statements and other reports accordance with the guidelines of MRA and PKSF.
- Area/Branch offices payments, advance adjustments, collection monitoring and checking purchase cost related journals.
- Should have good idea and experience on preparation of Accounts accordance with IAS & BFRS.
- Conducting Internal Audit regular basis at head office, area/branch offices and firms.
- Establish costing, Cost control & reduction procedures.
- Sound knowledge on income Tax and VAT matters.
- Preparing monthly, quarterly and yearly financial statements and other reports using customized Software.
- Liaison with field level accounts and credit, and expedite the collection procedure.
- Ability to present slides of accounting/credit data and strong communication skills.
- Have good knowledge in Fixed Asset Management.
- Any other assignment as entrusted time to time by the higher Management.

Education, Experience, Computer Knowledge & other Requirements: CA (C.C.)/CA partly qualified with M.Com/MBA in Accounting/Finance. Candidates Should have 02 to 05 year(s) similar experience in the following area(s): Micro Credit and Savings Services Development Organization, MRA Certified NGO and PKSF partner organization will be given priority. 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: 06 (six) month(s) probationary period. After completing probationary period satisfactorily the service will be made permanent in organization as per staff policy.

Age: 40 Years

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 name of the account should be deposited any of the bank branches 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 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: September 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

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