

Career Opportunity-Director-Finance & Accounts

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, MFIs and other financial institutions operating at international, national and regional level. Currently it has been implementing multi-sectoral socio economic development projects and programs across Bangladesh.

POPI is inviting application from dynamic, skillful and experienced persons with adequate ICT skills and computer knowledge to fill up the position of **Director (Finance and accounts)**.

Location of Posting : Dhaka
Contract Type : Full time
Salary : BDT. 80,000-1,00,000/- but salary is negotiable for highly competent candidate.
Other Benefits : Performance based yearly increment, annually two festival bonuses, Gratuity, provident fund, Mobile allowance and other facilities as per organizational policy.

Key responsibilities:

- Prepare financial plan and budget of the organization with proper analysis of scopes and risk.
- Devise and implement effective financial process, internal control and systems.
- Maintain linkage and network with development donors, banks and financial organizations.
- Ensure compliances with financial rules and regulations of the country and guidelines of MRA, PKSF and other financial institutions.
- Facilitate entire audit and internal control operations of the organization.
- Prepare monthly, quarterly, half yearly and yearly financial reports in a timely fashion and submit to relevant stakeholders.
- Ensure payroll administration, Tax calculation and return submission, accounts/bank reconciliations and reporting.
- Review, update, interpret and implement financial policies.
- Plan and manage fund flows, investment, term debt, equity and financial risks.
- Travel frequently to the program areas outside Dhaka.

Required qualification and competencies:

- Master's degree in relevant subject and qualified professional degree from ICAB with reasonable experience **or** Master's degree in relevant subjects with considerable experience in the field of finance and accounts operations.
- Experience in operating accounting software(s).
- Leadership and Management skills.
- Strong skills on problem solving and decision making.
- Methodical, disciplined and hardworking.
- Proven analytical and numerical skills.
- Good communication and negotiation skill (written/verbal).
- Experience in handling Audit of organization and donor supported projects.
- Excellent understanding of the national accounting standards and financial rules and regulations.

Apply Instructions

Interested candidates meeting the above requirements are requested to send updated CV with cover letter mentioning two professional referees to: Deputy Director, **HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207** Or E-mail to: hr@popibd.org.

POPI is an equal opportunity employer. Please mark the position applied for on the envelope or in the email's subject line. Any canvassing will result in disqualification. Only short listed candidates will be called for interview. Closing date for applications: **April 5, 2018.**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ”