



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

POPI is inviting application from dynamic, skillful and experienced personnel with computer knowledge to fill up the position:

**Position** : **Senior Officer- Finance & Accounts**

**Location of Posting** : Dhaka

**Contract Type** : Full time

**Salary** : Salary in probationary period Tk.24,700/- and after confirmation Tk.28,150/-.

**Other Benefits** : Yearly increment, two festival bonus, Gratuity, Contributory provident fund, Mobile allowance & other facilities as per organization policy.

**Key responsibilities:**

- To communicate with bank and other financial institutions for institutional loan and provide necessary information/documents to respective institutions and maintain necessary corresponding
- To carry out all the responsibilities of PKSF loan management (i.e. prepare fund demand, loan disbursement certificate and repayment of loan installment as per schedule and send to PKSF)
- To perform the responsibilities of investment/FDR management
- To take necessary steps for opening/closing of bank account and change signatories of Head office as when required
- To check the accounts of staff gratuity fund and reconcile with the financial statement
- Ensure fund transfer to branches
- To update all financial transactions, fund management, bank and other financial institutional loan management according to organization's policy
- To carry out the responsibilities of cash/treasury unit
- To verify the bank reconciliation statement
- To prepare budget and play an effective role to control it
- To assist in formulation of yearly work plan of Finance unit
- To prepare and provide consolidated financial reports as per requirement of Auditors. (External & internal).

**Required qualification and competencies:**

- Masters degree in Finance or Accounting from any reputed university
- Willingness to build career in the field of Finance & Accounts in NGO's
- Ability to organize training/workshops
- Advanced skills in use of Microsoft Office Package and internet
- Good communication and negotiation skill
- Willingness to travel in the program area outside Dhaka.

**Apply Instructions**

Interested candidates meeting the above requirements are requested to send your updated CV with cover letter and mentioned 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](mailto:hr@popibd.org)

**POPI is an equal opportunity employer.** Please mark the position applied for on the envelope or in the emails subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: **August 25, 2019**