



## নিয়োগ বিজ্ঞপ্তি

**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 fill up the position:

**Position** : Assistant Director- Audit

**Location of Posting** : Dhaka

**Contract Type** : Full time

**Salary** : Salary in probationary period Tk.54,200/- and after confirmation Tk.59,500/-.

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

### **Job Summary:**

Plans and executes various financial and operational audits in accordance with accepted professional standards in order to determine institutional policies and procedures and adherence to applicable laws and regulations.

### **Key responsibilities:**

- Develop detailed audit plans and programs.
- Evaluate the adequacy and effectiveness of internal controls.
- Perform specific audit procedures and prepare work papers documenting the audit procedures performed.
- Prepare comprehensive written reports.
- Facilitate internal capacity of meeting the standard audit requirement acceptable nationally and internationally.
- Follow-up to determine adequacy of corrective actions.
- Special studies and projects as may be assigned.
- Assist in the planning phase on assigned segments of an audit.
- Assist in the process of evaluating the adequacy and effectiveness of internal controls.
- Execute detailed audit procedures, including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness.
- Prepare work papers which record and summarize audit procedures performed.
- Assist in developing recommendations for corrective action/improvement.

### **Required qualifications and competencies:**

- Master degree in Finance or Accounting.
- Chartered Accountancy course completed from a reputed Chartered Accountancy Firm.
- 4-5 Years proven experience with career progression in the field of Audit in MFI/NGOs.
- Ability to organize and facilitate training/workshops/capacity building sessions.
- Experience in handling Audit of the project/organization.
- Advanced skills in use of Microsoft Office Package and internet.
- Good communication and negotiation skill.
- Willingness to travel 40% time in the program areas.

### **Apply Instructions**

If you feel that your qualification and experience match with the requirements please send your updated CV (two referees, recent PP size photograph, photocopies of NID and all academic & experience certificates) along with cover letter to: **Deputy Director, HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207** Or -mail to: [hr@popibd.org](mailto:hr@popibd.org)

Please mark the position applied for on the envelope or in the email's subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

**Equal opportunities:** POPI values diversity in the workplace and is committed to be equal opportunity employer.

Closing date for applications: **December 5, 2020**