



# মানবিক সাহায্য সংস্থা (এমএসএস) MANABIK SHAHAJYA SANGSTHA (MSS)

## Vacancy Announcement

Manabik Shahajya Sangstha (MSS) is a leading national-level NGO engaged in socio-economic development since 1974 and providing microfinance to over 200,000 people in rural and urban areas with financial support from PKSF, banks, and other financial institutions. MSS intends to recruit for the following position.

**Position: Executive Officer (Finance & Accounts)**

**No. of position: 01**

**Job Summary:** Reporting directly to the President/ Executive Director of MSS, the incumbent will provide direct support to analyze various financial reports as needed by the president. S/he will have overall responsibility for effective communications with the departmental heads of the organization. S/he should have the ability to analyze financial reports & report writing, support various document preparations, oversee strategic objectives and business plans, scenario planning, and sensitivity analysis of MSS.

The ideal individual will have the ability to monitor & process accounting transactions, perform various accounting tasks, ensure loyalty to the organization's policies and procedures and produce accounting reports, and perform, proactively, preventive quality controls, and initiate corrective actions also. S/he must be able to work under pressure at times to handle various activities and confidential matters with discretion.

### **Duties and Responsibilities:**

- a) Financial analysis and report writing.
- b) Verify financial reports to assess accuracy, completeness, and procedural standards before approval by the president.
- c) Verify budget variation with the actual business plan and reporting for more efficient budget planning.
- d) To furnish all information & documents as required by the president of the organization.
- e) Attends meetings and communicates with the senior management for understanding the priorities and strategic focus.
- f) Verify data for completeness and accuracy with compliance and guidelines. Reporting about incomplete or inaccurate data entry for both MIS & AIS.
- g) Prepare statistical analysis and trend reports.
- h) Ensuring various financial reports as required, reviewing and classifying documents for further instruction.
- i) Responsible for maintaining financial documents for the President's secretariat.
- j) Perform any other duties assigned by the Supervisor.

**Job Nature:** Full time

**Educational Requirements:** M.com./ MBS/ MBA in Accounting/ Finance/ Management from any reputed University.

**Experience Requirements:** Minimum 02 years of practical experience in a core accounting role. Working experience in any Microfinance NGO which is using microfinance software will be considered an added advantage.

**Job Requirements**

- Age maximum 35 years
- Both males and females can apply.
- Knowledge/ Skills in preparing financial statements.
- Practical computer skills in MS Office and accounting software will be given preference.
- Good knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations.
- Analytical and Statical skills.
- Strong communication skills both written and verbal in English and Bangla.
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks.
- Demonstrate good judgment and good problem-solving skills.

**Job Location:** Dhaka

**Salary:** During probation Tk. 28,000-30,000. After confirmation Tk. 30,000-35,000

**Compensation & other benefits (After confirmation)**

- Contributory provident fund,
- Gratuity,
- Staff welfare fund,
- Two festival bonuses,
- Yearly salary increment
- And other benefits as per the organization's service rule.

**Applying Instructions:**

Interested candidates are requested to send their **CVs along with a cover letter** (in one MS word/PDF file) addressed to the Executive Director, MSS to: [hr@mssbd.org](mailto:hr@mssbd.org) on or before **February 09, 2023**. Please mention the position you applied for in the subject line of the email. **Only short-listed candidates will be called for the selection process.**

MSS is an equal-opportunity employer. Any kind of persuasion will be treated as a disqualification of the candidate. MSS reserves the right to cancel this recruitment process without assigning any reason whatsoever.