



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: Officer (Finance & Accounts)

No. of position: 02

Job Summary: MSS is looking for a competent person in the position of Officer (Finance & Accounts) under the Finance & Accounts Department.

The incumbent 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 measures. S/he must be able to work under pressure at times to handle various activities and confidential matters with discretion.

Duties and Responsibilities: Key Responsibilities include (but are not limited to)

- Responsible for the implementation and continuous maintenance of the Management Information System (MIS) & Accounts Information System (AIS) as per guidelines.
- Prepare statistical analysis and trend analysis.
- Verify data for completeness and accuracy with compliance and guidelines. Report incomplete or inaccurate data entry for both MIS & AIS module.
- Perform routine analysis and produce regular reports using predefined queries.
- Coordinate with the IT section for resolving issues/problem, if any problem or issues arises or faces by the branch of MIS & AIS.
- Regularly monitor the microfinance's MIS & AIS system.
- Assist to prepare reports for management and regulator and or stakeholders as needed.
- Identify the mistakes/mismatches and issues from the field level and arrange for resolution.
- Assist to prepare reports for MRA, PKSF, banks, and other financial organizations as needed.
- Assist to observe branch unusual transactions and protect from misuse/misleading.
- Accomplish any other duties as delegated by supervisors.

Job Nature: Full time

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

Experience Requirements: At least 2 years experience in a core accounting role. Working experience in any Microfinance NGO which is using microfinance or similar 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 on MS Office and accounting software.

- Good knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations.
- Strong communication skills.
- Work independently with minimum supervision.
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks.
- Demonstrate good judgment and good problem-solving skills.

Job Location: Dhaka with travel outside Dhaka as needed.

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 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.