



# 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: Audit Officer**

**No. of position: 04**

**Job Summary:** MSS is looking for a competent person in the position of Audit Officer under the Audit & Compliance Department.

The incumbent will have the ability to audit microfinance branch, follow up on reply to audit findings and recheck with queries and prepare observations. Prepare and share field visit reports. He has the ability in Physical verification of inventory & procurement process. Ensure loyalty to the organization's policies and procedures. 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)

- Visits to branch offices and project offices frequently according to the audit plan.
- Effectively participate in planning for branch audit.
- Ensure closely work with field operations and complying with organization rules and management decisions.
- Prepare documents in any significant anomalies, non-compliances, and weaknesses in the internal control system, procedures, documentations, and bookkeeping's as may come to his notice during review of books of accounts and related systems.
- Prepare reports on audit findings after visits a field or branch office.
- Follow up on reply of audit findings and recheck with query and prepare observation.
- Prepare and share field visit observations with the authorized person.
- Ensure review and check bills/ vouchers/ invoices and other supporting documents, personnel & administrative files, and other relevant documents of head office and branch offices while auditing.
- Ensure review and check collection sheets, different forms used in credit programs, passbooks, resolution books, attendance registers, movement registers, vehicle log books, etc. of groups/kendras and a branch office while auditing.
- Ensure physical verification of inventory items purchased and relevant expenditures.
- Cooperate/assist and communicate with External Auditors as and when required.
- Review procurement process and tender documents, bid summary, etc. on regular basis.
- Review and check the timely deduction and deposit of VAT and Tax by head office and branch offices as per GOB law.
- Any other duties assigned by the supervisor.

**Job Nature:** Full time

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

**Experience Requirements:** At least 2 years experience in a relevant field. 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
- Only males are allowed to apply.
- Candidate should be hardworking, energetic, self-driven, punctual, dynamic, result-oriented, honest, and responsible.
- He should have the ability to find the fact while auditing with verified report writing.
- He should have skills in MS Office Programs (i.e. MS Word, Excel & PowerPoint).
- **Behavioral Skills:** Personal attributes should include qualities such as honesty, consistency, willingness to learn and flexibility, capacity to manage confidential information, cultural sensitivity, able to follow through with difficult issues openly and professionally.
- Act as a team player and result oriented.
- Practical experience in accounting software.
- Work independently with minimum supervision.
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks.
- Accomplish any other duties as delegated by supervisors.

**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](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.