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| *Logo*Institute for Inclusive Finance and Development (InM)Website:www.inm.org.bd |
| **Vacancy Announcement** |

Senior Assistant Director/Deputy Director, Finance & Accounts Division of The Institute for Inclusive Finance and Development (InM)

**Senior Assistant Director/Deputy Director**

**Vacancy**

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**Job Responsibilities**

 View details

**Employment Status**

 Permanent

**Educational Requirements**

Master’s degree in Accounting/Finance from any recognised university. Additional qualification in Chartered Accountancy will be given priority.

**Experience Requirements**

 At least 5/8 year (s) in similar position.

**Additional Requirements**

* Master degree in Accounting/Finance with minimum three first classes/divisions or CGPA 3.25 and above from any recognized and reputed university with no third division/class in any examination. Preference will be given to candidates, who have passed CA course. This may be relaxed for professionally highly experienced candidates.
* IAS/BAS, IFRS/BFRS, ISA/BSA, Taxation, VAT, Insurance, Internal Control System & Internal Auditing etc. Computer knowledge is required. Working with accounting software is a pre-condition for application for the post.
* Establish a sound internal control system, check and verify day to day financial transactions, lead the Finance & Accounts Section of InM and ensure all compliance issues (such as Taxation, VAT, RJSC, BB, BOI, etc.).
* Deal with the Tax Authority and ensure proper submission and approval of yearly tax return. Complete successful tax exemption initiative of the organisation.

**Job Location**

 Dhaka

**Compensation & Other Benefits**

Attractive salary as per organisation’s rule plus 60% of basic salary as house rent; medical allowance, transport allowances, contributory provident fund, gratuity, health insurance, children’s education allowances and other benefits (for details, please visit InM website-**www.inm.org.bd**).

**Job Source**

 bdjobs.com Online job Posting & organisational website (www.inm.org.bd).

**Position Title, Location & Contract Duration**

Senior Assistant Director**/**Deputy Director, Finance & Accounts Division of Institute for Inclusive Finance and Development (InM)

One (1) position, based at InM Dhaka Office

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| 1. **Job Summary:**
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| The **Institute for Inclusive Finance and Development (InM)** is functioning since 1 January 2016 (previously known as Institute of Microfinance) as a non-profit organisation established primarily to meet the research and training needs of national as well as global financial sector including microfinance institutions (MFIs). Its predecessor, Institute of Microfinance, was established at the initiative of the Palli Karma-Sahayak Foundation (PKSF) on 1 November 2006. The InM is registered as an independent non-profit institution under the Societies Registration Act 1860. The Institute works for developing the overall capacity of the financial sector and strengthening the links between the financial and real sectors through undertaking research, training, education, knowledge management and other programmes in priority areas including microfinance, inclusive finance, poverty and development.The position will be responsible to the Executive Director for the overall delivery of the Finance & Accounts division activities. In order to strengthen the Finance & Accounts Division, InM intends to recruit a competent person with good academic and professional attainment and extensive finance experience, who will be responsible for coordination and management of Finance & Accounts Division. S/he will work independently and will be accountable to the Executive Director for the all activities. |
| **Responsibilities and Task:** |
| As the position of Finance of InM, s/he will be responsible for all financial matters such as preparing budget and monthly financial expenditure statement and report, monitoring budget implementation, reviewing expenditure, managing finance according to financial policies and procedures, ensuring internal audit and control, processing the appointment of the External Auditor for management and finance for the Board’s approval, actively supporting the work and responsibility of the Executive Director, and other related financial matters pertaining to the accounting and financial transparency of InM. The incumbent will lead all accounting and finance staff of the Institute. Some of the key responsibilities are the following:• Review all manuals related to Accounting, Operations, and Financial Management, and recommend, if any, improvement needed to the Executive Director for approval of the Board, if needed.• Review and ensure that the existing internal controls, safeguard procedures, and demarcation of responsibilities are adequate. Ensure that internal controls and the procedures are in place and being followed. Recommend improvements, if any, to Executive Director for approval of the Board, if needed.• Ensure departmental effective operations, reporting and implementation.• Prepare and conduct training programme for the staff of accounts and finance department for proper implementation of the Operation, Finance and Accounts Manuals.• All other financial matters as and when directed by Executive Director and InM Board.* Yearly Budget and work plan for the Division.
* Event Budget and Work Plan.
* Support to develop policies and strategies for the department.
* Engage in a specific interaction with the Research unit in order to translate key research into institutional knowledge and information.
* Annual tax returns filling and related issues.
* Tax exemption initiative and successful approval of NBR.
* Annual return filing at RJSC.
* Finance related Software maintenance.
* Disseminate and share information.
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| This job description may be reviewed at any time according to the needs of the organisation. |

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| 1. **Qualification and Experience:**
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| * Master degree in Accounting/Finance with minimum three first classes/divisions or CGPA 3.25 and above from any recognized and reputed university with no third division/class in any examination. Preference will be given to candidates, who have passed CA course. This may be relaxed for professionally highly experienced candidates.
* IAS/BAS, IFRS/BFRS, ISA/BSA, Taxation, VAT, Insurance, Internal Control System & Internal Auditing etc. Computer knowledge is required. Working with accounting software is a pre-condition for application for the post.
* Establish a sound internal control system, check and verify day to day financial transactions, lead the Finance & Accounts Section of InM and ensure all compliance issues (such as Taxation, VAT, RJSC, BB, BOI, etc.).
* Demonstrated strong people management and leadership skills.
* Computer and Finance & Accounts knowledge.
* Experience of program design and development desirable.
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| 1. **Reporting to:**
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| Reporting to the Executive Director, InM |

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| 1. **Working condition:**
* Regular
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| Based at InM Dhaka Office |

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| 1. **Core Competencies:**
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| * Excellent verbal and written communication skills in English and Bangla.
* Strong team leadership, able to build relationships between teams.
* Demonstrated experience in leading strategic and operational planning.
* Proactive and participatory decision-making and problem-solving.
* Stress tolerance and positive coping strategies.
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**Compensation**

Attractive salary as per organisation’s rule plus 60% of basic salary as house rent; medical allowance, transport allowances, contributory provident fund, gratuity, health insurance, children’s education allowances and other benefits (for details, please visit InM website-**www.inm.org.bd**).

**How to Apply**

Application with CV, recent photograph and details of two referees should be addressed to:

Administration & HR, Institute for Inclusive Finance and Development (InM), PKSF Bhaban, E-4/B, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207 or recruitment@inm.org.bd on or before 15 May 2019.

**Note:**

* InM is an equal employment opportunity provider.
* Any persuasion will disqualify the candidates.
* Only short-listed candidates will be called for interview