

**Name of Project/Department:** Finance & Accounts

**Name of Position:** Director (Finance & Accounts).

**Number of Vacancies:** 1 (One)

**Job Context:** National Development Programme (NDP) is a national-level NGO (NGO Bureau registration number: 880/1995). In addition to implementing a Microfinance Program with PKSF's financial support, NDP executes over 45 projects in education, housing, health, agriculture, social development, and women's empowerment, in partnership with WFP, PKSF, and various national and international organizations. NDP is now seeking a qualified candidate for the position of **Director (Finance & Accounts)** at its Head Office.

**Job Summary:** As the Head of Accounts, the **Director (Finance & Accounts)** will oversee the organization's financial management, ensuring compliance, transparency, and sustainability. This role requires expertise in microfinance regulations, PKSF guidelines, and financial risk management. The incumbent will be responsible for financial planning, budgeting, fund management, and internal controls to maintain the organization's long-term stability. Additionally, they will lead and develop the Finance & Accounts team, fostering collaboration and performance excellence.

**Job Responsibilities:** **Director (Finance & Accounts)** is responsible for the overall management and administration of NDP's Finance & Accounts department. This includes ensuring effective implementation, monitoring, and supervision of staff and financial activities. Major responsibilities include:

**A. Financial Planning & Management:**

- Develop and implement financial strategies aligned with the organization's goals;
- Prepare and oversee annual budgets, financial forecasts, and cost control measures;
- Develop, analyze, and monitor program/project budgets, tracking obligations and expenditures;
- Ensure efficient fund utilization, financial sustainability, and timely fund requests to donor agencies.

**B. Regulatory Compliance & Reporting:**

- Ensure compliance with NDP Finance policies, donor regulations, MRA & PKSF guidelines, Bangladesh Bank regulations, IFRS, and other financial laws;
- Oversee the preparation and submission of financial statements, tax returns, and audit reports;
- Prepare and submit financial reports (balance sheet, income-expenditure, cash flow statement, etc.), including those required for AGMs, audits, donors, and regulatory bodies;
- Liaise with auditors, regulatory authorities, and funding agencies.

**C. Accounting & Internal Controls:**

- Maintain robust financial control systems, policies, and risk management frameworks;

- Monitor loan portfolios, financial risks, and fund disbursements for operational efficiency;
- Supervise accounting processes, general ledger maintenance, and reconciliations;
- Ensure compliance with BAS, IAS, and IFRS financial regulations.

**D. Leadership & Team Management:**

- Lead and mentor the finance team, ensuring professional development and capacity building;
- Oversee the automation of accounting processes and financial reporting;
- Coordinate external audit processes and resolve financial reporting issues;
- Foster collaboration across departments to align financial objectives;
- Perform other duties as assigned by the Executive Director/NDP management.

**Educational Requirements:**

- Master's in Accounting/Finance or MBA in Accounting/Finance from any reputed University; with good academic track record is required;
- Professional certification: CA-CC partly qualified/ACA is required.

**Experience Requirements:**

- Minimum 10 years of relevant experience, including 5+ years in a senior leadership role.
- The candidate must have working experience in a reputed national or international NGO, MFI, or PKSF-partnering organization that implements Microfinance and Development Programs.
- Without relevant experience in NGO/MFI or PKSF partnering organization no need to apply.

**Additional Skills & Requirements:**

- Strong knowledge of microfinance operations, risk management, and financial regulations.
- Proficiency in accounting software, IFRS/GAAP, and audit procedures.
- Advanced computer skills (MS Word, Excel, PowerPoint).
- Experience in fundraising, donor compliance, and project financial management.
- Ability to interpret financial data for executive decision-making.
- Excellent leadership, strategic planning, and decision-making abilities.
- Strong communication skills in English and Bangla.
- Ability to manage multiple tasks, work under pressure, and meet deadlines.

**Age Limit:**

- Age at most 50 years but it may be relaxed for highly extensive/qualified candidate.

**Compensation & Benefits:**

Salary will be consolidated Tk. **130,000 to 150,000/=** per month initially in the probation period. Post-probation salary will follow the organization's pay scale with additional benefits (e.g., provident fund, gratuity, festival bonus) as per NDP HR policy. For candidates with extensive experience and advanced qualifications, the salary may be negotiable.

**Job Location:** NDP Head Office

**Applying instruction:** Alternatively to send the CV with a forwarding letter to [career@ndpbd.org](mailto:career@ndpbd.org) by or requested to send the CV with a forwarding along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing to the **Executive Director**, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by **27<sup>th</sup> of February 2025**. Please Mention the position applied for on the envelope.

**Read before apply:** Qualified women are highly encouraged to apply. Only short-listed candidates will be invited for interview. NDP believes that all people have a right to live their lives free from sexual violence and any abuse of power, regardless of age, gender, disability, religion, ethnic origin, or other status. NDP will make every effort to create and maintain a safe environment, free from Sexual Exploitation Abuse and Harassment, and shall take appropriate measures for this purpose in the communities where it operates.

**Company Information:**

National Development Programme (NDP)

**Address:** NDP Bhaban, Bagbari, Shahid Nagar, Upazilla : Kamarkhand, District: Sirajganj-6703; web : [www.ndpbd.org](http://www.ndpbd.org)

**Business:** National Development Programme (NDP) began its journey on January 1, 1992, as a non-profit, non-political humanitarian and development organization to support the emergency response and rehabilitation of flood-affected marginalized communities. Its key objective is to empower beneficiaries and integrate them into mainstream development.

Currently, NDP implements over 45 programs/projects across 22 districts, emphasizing human rights, good governance, and gender equality. With 34 years of dedicated service, NDP has become a symbol of hope for the poor and will remain committed to its mission for as long as necessary.