



National Development Programme (NDP)

Deputy Assistant Manager (Audit)

Application Deadline : 20 Sep 2025

Summary

Vacancy: 4

Location: **Anywhere in Bangladesh**

Experience: **At least 3 years**

Age: **25 to 35 years**

Salary: **Tk. 26000 (Monthly)**

Published: **11 Sep 2025**

Requirements

Education

- Master's/Bachelor's degree in Accounting, Finance, Management, or Business Administration from a recognized university.
- Professional certifications (e.g., CA-CC, CACC, CIA, CMA partly qualified) will get preferences.

Experience

- At least 3 years
- The applicants should have experience in the following business area(s): NGO

Additional Requirements

- Age 25 to 35 years
- Strong knowledge of auditing standards, accounting principles, and internal control systems.
- Ability to analyze financial data, detect irregularities, and recommend solutions.
- Good report writing, presentation, and communication skills (both in English and Bangla).
- Proficiency in MS Office (Word, Excel, PowerPoint); experience with accounting software will be an asset.
- High level of integrity, accountability, and professional ethics.
- Willingness to travel extensively to field offices across Bangladesh.

Responsibilities & Context

National Development Programme (NDP) is a non-governmental, non-profit, and non-political development organization in Bangladesh, established in 1992 with the vision of creating a just and poverty-free society. Headquartered in Sirajganj, NDP works to empower disadvantaged and marginalized communities, particularly women, the ultra-poor, and persons with disabilities. Its activities cover a wide range of development areas, including microfinance, livelihood support, education, health, nutrition, women's empowerment, climate change adaptation, renewable energy, disaster risk reduction, good governance, and social justice. Over the years, NDP has expanded its operations across multiple districts of Bangladesh, implementing nearly fifty programs in partnership with national and international development agencies such as PKSF, WFP, GIZ, EU, and IDCOL. Guided by the principles of participation, accountability, and sustainability, NDP continues to play a vital role in improving the quality of life for vulnerable groups and fostering inclusive development in Bangladesh.

Job Summary: National Development Programme (NDP) invites application from eligible candidates for the post of Deputy Assistant Manager (Audit) under the Internal Audit Department. This position will be responsible for conducting financial, operational, and compliance audits of NDP's branch offices, credit support programmes, and project offices. The role ensures that internal controls are effectively implemented, resources are used efficiently, and organizational policies, donor guidelines, and statutory regulations are followed. The position requires frequent field visits and random spot audits as assigned by management.

Key Responsibilities:

Auditing and Compliance

- Conduct routine and surprise audits at branch and project offices according to the approved audit plan.
- Review financial transactions, including cashbooks, ledgers, loan disbursements, and repayments.
- Verify compliance with organizational policies, donor requirements, and statutory rules and regulations.
- Examine and evaluate the adequacy and effectiveness of internal control systems for all programs, including microfinance, health, and education.
- Assist in investigating and examining suspected fraudulent activities, and notify the authorities of any findings.

Reporting and Communication

- Prepare detailed audit reports that include observations, risk assessments, and

practical recommendations.

- Provide audit reports to the appropriate authority based on all observations and recommendations.
- Follow up on the implementation of audit findings and provide feedback to management.
- Share findings with program and project management in a timely manner.
- Attend weekly and monthly coordination meetings to share audit findings.
- Communicate any critical or significant findings to team leaders in a timely manner, adhering to professional standards.
- Inform the NDP authorities of any problems or issues encountered in the field.

Fieldwork and Assessment

- Conduct fieldwork according to the approved schedule, checklist, and Terms of Reference (TOR).
- Arrange both entrance and exit meetings with the auditee's management.
- Observe and assess the implementation of organizational rules within field-level groups.
- Analyze information from the Microfinance Program, including group members' records, loan and savings data, and repayment rates.
- Conduct client visits to check meeting discipline, staff and client conduct, and loan/grant utilization.
- Compare field documents with office records to ensure consistency.
- Interview managers, field staff, and group members to gather their opinions.
- Observe the overall branch management system, including discipline, coordination meetings, and reporting.

System Improvement and Other Duties

- Support the design and strengthening of internal audit systems, tools, and procedures.
- Assist in capacity building for branch and project staff on compliance and accountability.
- Maintain confidentiality and integrity while handling sensitive financial and operational information.
- Perform any other audit-related tasks as assigned by management.

Skills & Expertise

Internal Audit

Internal Audit and Compliance

Compensation & Other Benefits

- After confirmation, salary will be BDT. 31,500 to 34,390 & other benefits as per NDP policy.
- Yearly increments and festival bonuses.
- Provident fund, gratuity, and other benefits as per organizational policy.
- Opportunities for training and career development.

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

National Development Programme (NDP) the authority reserves the right to cancel one or any applications at any stage of the recruitment process. We strongly encourage qualified women to apply. Individuals with a history of abusing children, adolescents, youth, women, the elderly, persons with disabilities, or individuals from ethnic communities should not apply. Only shortlisted candidates will be contacted for an interview.

Apply Procedure

Hard Copy

Alternatively, you can send your CV and a forwarding letter to career@ndpbd.org by September 20, 2025. Or you can mail your CV, forwarding letter, two passport-size color photographs, copies of educational and experience certificates, relevant documents, national ID card, and a certificate of nationality from Pourasava/UP to: Assistant Director (HR & Admin), National Development Programme (NDP), Kazi Motiar Rahman Road, Masumpur, Sirajganj, P.O. Box No. 2. by September 20, 2025. Please mention the position you're applying for on the envelope. The full circular is also available on www.ndpbd.org.

Company Information

National Development Programme (NDP)

Address:

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NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj

Business:

NGO

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