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# Job Advertisement

**BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.**

**Position: Deputy Manager, Finance and Accounts**
**Job Location: Dhaka, Bangladesh**
**Application deadline: 14 November, 2026** ***(This position is local to Bangladesh only, thus only Bangladeshi national are encouraged to apply)***

## About BRAC International Microfinance:

BRAC International Microfinance (BI MF) oversees its microfinance subsidiaries outside Bangladesh, which are wholly or majority owned by the legal entity BRAC International Holdings B.V. (BIHBV), operating across eight countries in Africa and Asia. Within this mandate, BI MF expands financial inclusion by responsibly delivering financial services to people at the bottom of the pyramid, particularly women living in poverty in rural and hard-to-reach areas, to create self-employment opportunities, build financial resilience, and harness their entrepreneurial spirit by empowering them economically. The achievement of both 'Impact and Scale' are critically important, ensuring that each subsidiary has systems in place to realise both components of the mission.

BI MF provides strategic direction, governance oversight, and institutional strengthening across the portfolio. Today, its operations serve over one million clients (97% women), managing a loan portfolio of approximately USD 277 million, and employing over 7,000 staff, of whom 87% are female.

## About the Role:

BRAC International (BI) is seeking a Deputy Manager, Finance and Accounts who will play a critical role within the finance and accounts team of BIHBV. S/he will work closely with the Lead, Financial Reporting (BIHBV), Finance Controller and Finance Manager, BIHBV, to ensure the smooth running of the day-to-day operational accounting functions of a portfolio of BIHBV entities. The activities the deputy manager will be expected to support will include bookkeeping, accounting, financial reporting for external and internal stakeholders, monitoring, compliance, external audit and payments/ payroll.

The deputy manager will gain broad-based exposure to the operations of this mission-focused organisation with the potential to specialise as they advance. S/he will be expected to take initiative early on and will have the opportunity to grow and develop as the team expands. The role will be hands-on with the analyst needing to ensure effective liaison with country finance teams. There will be a significant opportunity to travel to countries of operation. S/he will also

ensure that the core values and mission of BI are upheld, promoted, followed, and applied across Finance and Accounts team at BI.

**Key Responsibilities:**

- Work as the focal person for BIHBV, BIFBV, BIHBV Kenya and an assigned portfolio of BIHBV entities/ countries.
- Post transactions for holding companies (BIHBV, BIFBV and BIHBV Kenya). reconciliation
- Assist in coordinating internal and external audits, ensuring timely submission of audit requirements, and performing regular reconciliations of general ledger accounts, bank accounts, intercompany balances, and subsidiary ledgers to ensure accuracy and resolve discrepancies
- Support the country finance teams in monthly closing and provide guidance on accounting entries and IFRS (as required)
- Reconcile transactions by comparing and correcting data with the management information system (MIS) and financial information
- Ensure all required investor and donor financial reports are submitted on time as well as monitoring compliance with financial stipulations/covenants of those same investors and donors
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools and dashboards
- Gather, summarise and present data for reports on financial status and risks, as requested by management
- Provide invoices for management service fees to countries and support country finance teams in reconciling related entity payables and receivables
- Assist the country finance teams in finalising their annual external audit and any government or regulatory audits without any major observations

Safeguarding responsibilities

- Implement programme decisions keeping the safety and dignity of programme participants/clients at the center, mitigate safeguarding risks and contribute to a safe working environment where staff are respected and feel confident to voice concerns without fear of retaliation.
- Receive mandatory training on the safeguarding policies and reporting channels and have access to policies.
- Participate in discussions on the safeguarding agenda in monthly meetings and actively voice concerns without fear.
- Report safeguarding incidents witnessed or experiences to the Safeguarding department. For known cases, maintain neutrality, be sensitive and non-judgemental to victims/survivors, and cooperate with organisational investigations providing accurate information as needed.

**Academic Qualifications:**

- Bachelor's/ Master's degree in Finance/ Accounts from any reputed institution

**Experience Requirements:**

- Minimum 02 years of experience working in an accounting function, such as with a commercial organisation.
- Experience working with the finance module of ERP systems.
- Experience working in or with emerging or frontier markets.
- Experience in the above within a financial institution, particularly an MFI, will be an added advantage.
- Experience in a reputed Chartered Accountancy (CA) firm, with CA CC and Part I qualifications completed.

**Required Skills, Competencies & Knowledge:**

- Knowledge of accounting and finance gained either through studies or professional experience, with knowledge of accounting standards.
- Proficiency with MS Office, including strong fluency with Excel formulas and functions, with the ability to produce compelling presentations in PowerPoint an advantage;
- Strong research, analysis and data-gathering skills.
- Strong interpersonal/ communication skills, particularly in English.
- Ability to take initiative and independent decisions.
- Mobile and flexible mindset for international travel as required.
- Flexible to work from distant location.
- Possess high ethical and moral standards.

**If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!**

**External candidates** send your **updated Resume mentioning the position name in the subject line** to recruitment.bi@brac.net

**Internal candidates** are recommended to apply with their **latest Resume with BRAC PIN** and **email** to internal.bi@brac.net **copying their immediate reporting manager**.

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.*

***"BRAC International is an equal opportunities employer"***