

Vacancy for MIS Executive Head Office



BERENDINA MICRO INVESTMENTS COMPANY LIMITED (BMIC)

The Organization:

Berendina Micro Investments Company Limited is a licensed microfinance company (LMFC) approved by the Monetary Board of the Central Bank of Sri Lanka under Microfinance Act, No 06 of 2016. It is a leading development organization dedicated to poverty alleviation in Sri Lanka through innovative best practices in microfinance, small business development & employment strategies. BMIC manages a loan portfolio of around LKR 3 billion representing a client base of approximately 90,000 clients through its 30 branches.

In addition to credit, the Company provides saving opportunities for its clients and Enterprise Development Services (EDS) to improve requisite skills & knowledge of clients for existing business ventures and new enterprise initiatives ensuring long-term sustainability of those enterprises.

BMIC has been awarded as the Best Micro Finance Company Sri Lanka - 2021 and the Best Agricultural Lending Company Sri Lanka - 2021 by the Global Banking and Finance Review.

Berendina group also has another, not for profit organization namely Berendina Development Services (Gte) Ltd which implement various other forms of poverty alleviation programs in the country with a budget over Rs 200 million a year.

Job Profile:

The MIS Executive will be responsible for assisting ongoing program activities of BMIC in terms of Information Management, reporting, drafting letters, other external communications related to the undertaken activities and in fund raising activities (as required by the Assistant Manager - CCR).

In addition, this position holder is expected to assist in any other relevant tasks assigned by the Management without compromising the key responsibilities.

Qualifications and Experience:

- ❖ Ideal candidate should be a Degree holder in Accountancy/Business Management/ Economics or part qualification of CA, ACCA and CIMA.
- ❖ Should have fair knowledge of professional writing & speaking in English.
- ❖ Should possess strong analytical skills.
- ❖ Ability to work independently with minimum supervision.
- ❖ Excellent knowledge in Microsoft applications (MS Word, Excel and Power Point).
- ❖ Should be a person who wants to develop a career in Microfinance and Management.
- ❖ Experience in Microfinance/Finance/Banking Sector and fund raising will be an added advantage
- ❖ Age below 30 years.

Key Responsibilities:

- ❖ On time sharing of the accurate performance reports and analysis reports.
- ❖ Ensure on time and accurate report submissions to external parties.
- ❖ Ensure timely submission of accurate monthly incentive calculations.
- ❖ Ensure accurate minutes are shared within the given the deadlines.

Salary: Negotiable and market based attractive remuneration package will be offered depending on qualifications and experience.

Berendina offers Health insurance, EPF employer contribution of 15% & ETF and special allowances. The organization also offers career development training opportunities locally and at times internationally.

How to Apply:

Please apply with your comprehensive CV with the contact details of two non-related referees **from your previous employment** to the following E-mail address careers@bmi.berendina.org indicating **Post of MIS Executive** in the subject line of the E-mail.

The closing date for applications is 07 days from the published date.

The shortlisted candidates only will be contacted.

Head of HR & Administration

Berendina Micro Investments Company Limited.

No. 44/3, 03rd Floor, Narahanpita Road, Nawala.

Email: careers@bmi.berendina.org

Web: <http://www.berendina.org>