

## **Finance and Admin Officer**

# **Eco-Social Development Organization (ESDO)**

Vacancy 01

### **Job Context**

Eco Social Development Organization (ESDO) is a well reputed national NGO established in 1988 and working in 29 Districts of Bangladesh. ESDO in partnership with Water Aid Bangladesh is going to implement the “Addressing WASH crisis in low income settlements of garment workers in Mirpur, Dhaka.”

### **Job Description / Responsibility**

- This position Finance and Admin Officer is project area based. This position will be responsible for overall administrative and financial management of the project and will be reportable to Project Manager and he/she will supervise the support staffs for their day to activities. The Finance and Admin Officer will be mainly responsible for budget preparation, procurement process following organizational policies, preparing monthly financial reports and other administrative issues.
- Budget preparation and controlling
  - - Assist and take lead role in developing cost effective and efficient budget and share with project staffs
  - - Maintain the rules and regulation of organization financial manuals
  - - Core responsibility of each transaction and documentation of each and every financial activity.
  - - Field visit to monitor and verify the financial expenses
  - - Monitor the approved budget and share and guide the project management as well as the field staffs.
  - - Prepare fund request, bank reconciliation, maintaining accounting system, check and adjustment of different bills.
  - - Prepare quarterly/annually budget and required fund request following the project guideline and ensure submission in time.
- Financial management
  - - Ensure the financial reporting in time or on demand of donor
  - - Required to maintain accurate and up-to-date accounts for all activities and ensure the systems, practices and culture for transparent financial record-keeping
  - - Adequate preservation of financial documents throughout the contract period.
  - - Completion of financial audit by external audit team
  - - Up to date preservation of staff information and related documents
  - - Facilitate sessions on financial issues in different trainings and meetings.
  - - Prepare monthly/quarterly and annual financial reports following the project guideline and ensure submission in time.
- Procurement and inventory
  - - Follow the procurement policy of the organization and preserve all relevant documents of procurements.
  - - Ensure logistics support for the project staff for smooth implementation of project activities.
  - - Ensure quality of materials of different hardware of the project through verifying with the challan/bill during field visits
  - - Maintain the inventory of the project assets, furniture and fixtures and update regularly.

- - Ensure timely plan for procurement and complete all procurements.
- Administrative
- - Supervise the administrative issues in the office
- - Supervise the responsibilities of other staffs in the operational team of the project.
- - Preserve all relevant documents consulting with Project Manager.
- - Plan effectively for security of the office.
- - Ensure security of project assets and properties.

**Job Nature** Full-time

**Educational Requirements**

Masters in commerce, preferably in Accounting/Finance, 3-5 years of relevant working experiences in NGOs in development projects.

**Experience Requirements** 4 to 6 year(s)

**Job Requirements**

- Age 25 to 45 year(s)
- Expected competencies of the position:
  - Masters in commerce. Preferably in Accounting/Finance,
  - Should have good understanding on financial management basic principles and rules
  - 4-6 years of relevant working experiences in NGOs in development projects.
- Experienced and skilled in budget preparation; budget control, expenditure and procurement; book keeping; banking; inventory management; logistical support; VAT/Tax; financial reporting and documentation. Support project team in yearly planning and budgeting;
- Monitor and checking all procurement documents and process and assist the team; Comply with donor compliance and financial guideline.
- Have computer skill in MS Office package. Maintaining cash book, ledgers and different registers related to accounts management. Should have experience in preparing monthly, quarterly and annual financial report statement.

**Job Location** Mirpur, Dhaka.

**Salary Range** Tk. 35000 – 35000

**Other Benefits** N/A

**Apply Instruction**

Applications should reach within 25.05.2018 with a detailed CV including contact cell phone number, 02 copy recent passport size photographs, photocopy of all academic and experience certificates through post office/courier service/hand to hand to the following address. Only short listed candidates will be called for interview. Written exam and interview will be organized in Dhaka. ESDO do not tolerate any child abuse.

Apply to: APC-HRD  
 ESDO Gobinda Nagar (college para )  
 Thakurgaon-5100, Bangladesh  
 Application Deadline : **May 25, 2018**