

Eco-Social Development Organization (ESDO) Insight

OFFICER (Accounts and Procurement)

Vacancy: 01

Age: At most 45 years

Location: Bagerhat, Khulna, Satkhir...

Salary: Tk. 40000 (Monthly)

Experience: At least 3 years

Published: --

Applicants are encouraged to submit **Video CV**.

Requirements

Education

- Bachelor's / Master's degree in Accounting/Finance from a recognized University. Having a 3rd class/division in any examination will incur ineligibility
- Minimum 3 years of proven experience in financial management, accounting, and reporting, preferably in a development organization in Bangladesh.
- Candidates having working experience in any partner organization of PKSf will get preference.

Experience

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

Additional Requirements

- Age At most 45 years
- Minimum 3 years of proven experience in financial management, accounting, and reporting, preferably in a development organization in Bangladesh
- Training on financial management, planning, financial reporting, project accounting and PPR 2025.

- Reports to: Focal Person of Organizations
- Duration: One year (Renewable based on performance and project timeline).
- Experience working in coastal regions of Bangladesh on development projects.
- Prior experience in managing accounts for donor-funded projects (e.g., Adaptation Fund, World Bank, European Union).
- Advanced accounting skills and practical knowledge of standard accounting software.
- Strong understanding of budgeting, financial reporting, reimbursement reporting and fund management.
- Knowledge of International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).
- Ability to prepare financial statements, budgets, and reports in prescribed formats.
- Excellent oral and written communication skills in English and Bangla.
- Strong computer proficiency, especially in MS Office Packages (Excel, Word, PowerPoint).
- Interpersonal skills to perform adequately in a team environment and with partner organizations.

Responsibilities & Context

ESDO was established in 1988 with the aim of supporting poor and marginalized people affected by the devastating flood and gradually moving towards achieving a broader vision of achieving sustainable, secured, and resilient livelihoods for these poor and marginalized people through improving their overall sustainable development. For the last more than three and a half decades of its development journey, ESDO has set an outstanding example of a sustainable development model for the underprivileged communities of Bangladesh. ESDO has been working in the country's primarily unserved and underserved locations, nurturing a community-focused participatory approach and people's ownership. Consequently, the ESDO's working area has already established an enabling environment. We have made notable achievements in livelihood improvement, food security and nutrition, education, women's empowerment, health, the promotion of children's rights, adolescent and youth engagement, and the rights of ethnic minorities. During this long span, we have adapted to the changing situation and provided the most time-bound effective services, especially to the poor and disadvantaged people. Considering the government's development policies, we are currently implementing a considerable number of projects and programs, including a microfinance program, through a community-focused and people-centered approach to accomplish the government's development agenda and the Sustainable Development Goals (SDGs) of the UN as a whole. One of the most dynamic organizations, ESDO, is expanding its development

interventions across 408 upazilas under 56 districts of Bangladesh, thereby reaching over 16 million impoverished and vulnerable individuals.

Bangladesh is one of the countries, most vulnerable to the adverse impacts of climate change. Coastal communities are particularly exposed to sea-level rise, cyclones, storm surges, salinity intrusion, riverbank erosion, waterlogging, and irregular rainfall. These climate-related hazards have severely affected surface water and groundwater sources, creating an acute shortage of safe drinking water and increasing risks to the health, livelihoods, and overall well-being of coastal populations.

To address this challenge, Palli Karma-Sahayak Foundation (PKSF), with financial support from the Adaptation Fund under the United Nations Framework Convention on Climate Change (UNFCCC), is implementing the three-year project titled "Access to Safe Drinking Water for the Climate Vulnerable People in Coastal Areas of Bangladesh through Solar-generated Reverse Osmosis (RO) Water Treatment Facilities." Under the project, a total of 180 Reverse Osmosis water treatment plants will be installed in selected climate-vulnerable areas of Khulna, Satkhira, and Bagerhat districts to improve access to safe and climate-resilient drinking water. The project is being implemented through Operating Entities (OEs) selected by PKSF. Its major activities include the procurement, installation, commissioning, operation, and maintenance of RO water treatment plants; establishment of three (03) Knowledge Hub; procurement and use of water-testing kits; and capacity-building of beneficiaries, local technicians, and relevant stakeholders. The project also includes awareness-raising activities on safe water management, water quality, hygiene, and public health.

The Officer acts as the Financial Lead at the Eco-Social Development Organization (ESDO) level to ensure transparent, compliant, and efficient financial management of the sub-project. The role focuses on maintaining accurate books of accounts, managing fund flows, preparing budgets, financial reports, and reimbursement application ensuring strict adherence to PKSF and donor financial policies. The position serves as the primary financial liaison between the PO and the PKSF's Project Management Unit (PMU) of Safe water Project (SWP) for all accounting and reporting matters.

Access to Safe Drinking Water for Climate-Vulnerable Coastal Communities through Solar-Generated RO Water Treatment Facilities (Safe Water Project)

Duties and Responsibilities

The officer will be responsible for the following duties:

- Maintain separate books of accounts for the sub-project on an accrual basis under the historical cost convention, following the accounting manual of PKSF, International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS).

- Operate and maintain a computerized accounting system to record all financial transactions of the sub-project accurately and promptly.
- Prepare and submit monthly financial report and six-monthly reimbursement report according to the PKSF's Project Management Unit (PMU) of Safe water Project (SWP) financial guideline and template.
- Support the preparation of annual, half-yearly, and quarterly budgets for the sub-project, aligning with procurement plans and work plans.
- Monitor the flow of funds from the Project to the sub-project and ensure smooth disbursement of funds to vendors, contractors, and for operational expenses in accordance with approved budgets.
- Prepare and submit annual financial statements incorporating disclosure on income and expenditure, receipts and payments, and the financial position of the sub-project, along with relevant notes and information.
- Ensure adequate internal controls are in place for the proper utilization, management, and accounting of funds at the sub-project level.
- Prepare monthly bank reconciliation statements for sub-project bank accounts.
- Prepare and review all sub-project budgets, reimbursement bills, and financial claims from partners/vendors before submission to the PMU.
- Assist in the preparation of cost proposals for new activities, training, and other project-related events.
- Ensure that shared cost amounts are correctly budgeted in each proposal for sub-project activities.
- Coordinate with PKSF's PMU of SWP accounts and internal audit department of PO's by providing necessary information and documentation for audits.
- Support external auditors with required information, records, and documentation for project/sub-project audits.
- Review external and internal audit reports, along with management letters, and assist in implementing audit recommendations.
- Provide advice and monitoring support to project and PO's staff on the efficient operation of sub-project bank accounts and fund utilization.
- Ensure compliance with all PKSF's PMU of SWP financial, accounting and procurement policies, procedures and donor requirements.
- Work in coordination with the PKSF's Project Management Unit (PMU) of Safe Water Project (SWP) for financial validation, reporting, and quality assurance.

- Assist to prepare tender documents and evaluation procedure of RO plant installation and construction according to PPR 2025.
 - Frequent field visit to monitor the RO Plant.
 - Any other task which is assign by (name of the partner organization), PKSf and Donor.
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Compensation & Other Benefits

Application Deadline : **13 Oct 2026**

As per Project allocation

Workplace

Work at office

Employment Status

Full Time

Job Location

Bagerhat, Khulna, Satkhira

Read Before Apply

ESDO maintains a zero-tolerance policy towards any form of child and youth abuse, gender-based violence, extremism/terrorism, corruption, sexual misconduct, sexual exploitation and abuse, and sexual harassment. If you have been involved in any such incidents in your personal life or in your previous workplaces/organizations, please refrain from applying. If any false information is discovered during the selection process or employment period, or if any of the aforementioned incidents are identified, appropriate action will be taken in accordance with the organization's rules and the laws of the country.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their applications, which should be reached by 13/10/2026, and apply through online ESDO career portal

<https://esdo.net.bd/career>

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.



Eco-Social Development Organization (... [🔗](#))

NGO/Development

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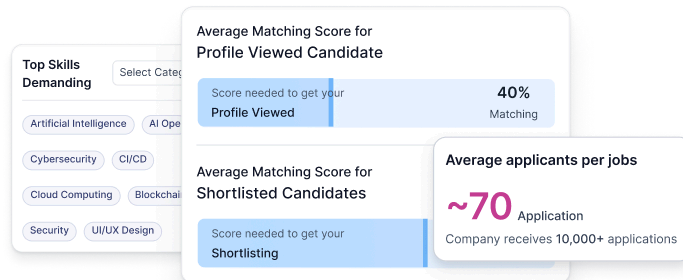
501-1000 Employees

Address:

ESDO House, House # 748, Road no: 08, Baitul Aman Housing Society, Adabar, Dhaka-1207, Bangladesh

Website:

<https://esdo.net.bd/career/>



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Find out more about services, features, and available opportunities.

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