

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Finance & Admin Officer

Unit	:	Local Rights Programme (LRP)
Location of posting	:	Shyamnagor, Satkhira (LRP – 54)
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 20,000 with other admissible benefits such as festival bonus, mobile allowance and group life insurance etc

Job Summary

The Finance & Admin Officer position is accountable for the project activities in the working area at LRP-54. S/he will perform day to day financial management related tasks of LRP-54. S/he also ensure record keeping, system entry & analysis. S/he provides support on Project Grants management. S/he is responsible for prepare financial reports & share with management as per reporting schedule. S/he supports Community based organizations (CBO) for maintaining their financial documents. S/he audits CBOs and shares report with LRP-54 management. S/he helps to prepare LRP-54 yearly budget. S/he carries out administrative and HR related tasks of LRP-54. S/he provides IT support for the project office when required. However, s/he will be responsible below task of LRP-54.

- Day to day financial management related task of LRP-54, Shyamnagor.
- Record keeping, system entry & analysis.
- Provide support on Project Grants management.
- Prepare financial reporting & share with management as per reporting schedule.
- Budget preparation & monitoring.
- Administrative related jobs of LRP-54.
- HR related jobs for the LRP-54.

Key responsibilities include (not limited to)

Financial Management

- Checking of bill related document, prepared voucher & process for entry.
- Analysis system Ledger & Reconcile system balance.
- Day to day Bank transaction and prepare monthly Bank Reconciliation statement on time.
- Analysis of the system ledger & reconcile balances on timely basis.
- Follow up of payment process.
- Staff advance management.
- Ensure VAT & Tax and other compliances as per policy in dealing with any transaction and related process.

- Filling of vouchers after completing of entry process at AAB CO.
- Beneficiaries groups financial documents review and provide feedback at field level.

Budget preparation & Financial reporting

- Prepare yearly budget & process for finalization and account coding.
- Analysis of budget variance, prepare and share Financial Report on time with management.

Support to Program & sponsorship unit

- Monthly progress plan & next month plan submits in accurate time.
- Participate & share report of financial management in monthly meeting.
- Programme participant list prepare.
- Support to program on various matters at field level.

Support to Administrative Task

- Ensure timely payment of all utility bills (Office rent, Electricity bill, Internet bill, Newspaper bill etc.).
- Support to admin support staff to maintain office security and others admin related task.
- Fixed assets & inventory management.
- Procurement related jobs

HR management

- Prepare of monthly salary sheet & process for authorization.
- Salary transfer letter forward to bank.
- Staffs attendance register and timesheet management on monthly basis.
- Maintain personal files and leave records of staffs

Any other task require by team

- Support to Project Manager & other staffs for any other jobs.
- Any other tasks assigned by Line Manager/Project Manager

Emergency response projects grants management

- Donor contract management.
- Support to procurement process as require and payment process of vendors.
- Checking of bill related document, prepared voucher & process for system entry.
- Analysis of system ledger & prepare financial reports for management and donor on time.
- Any other tasks assigned by Line Manager/Project Manager

Relationships

Finance & Admin Officer will report to Programme Manager - LRP Implementation and will work closely with the finance focal of ActoinAid Bangladesh.

Required Educational Qualification and Experience

- Bachelor of Business Administration or related degree under recognized educational institution. Capacity building training on basic accounting, accounting software etc
- At least 3 years progressively responsible work experience in related field

Technical Skills

- Sound knowledge of Computer (MS office, internet & email).
- Able to work under pressure and meet deadlines.
- Good communication skill in English - both oral and written
- Budget preparation and monitoring
- Skill on Software based financial report preparation.
- Sound knowledge about update VAT & Tax process and circular

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Wednesday, 13 April 2022.** *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent