

Category: NGO/Development

Regional Finance Manager

Eco-Social Development Organization (ESDO)



Vacancy

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Job Context

Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

The **Regional Finance Manager** is responsible for timely completion of internal and external audit of ESDO's all offices (projects & Micro-Finance) and all other accounts following IAS and ISA and for strengthening transparency and financial accountability. S/he will also be responsible to fulfil the obligations to Donors and government authorities.

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities

- Lead the colleagues of Audit Section to accomplish the tasks of Audit Section efficiently and effectively.
- Co-ordinate Internal Audit and External Audit including Projects, Funds and Micro Finance Program.
- Monitor and supervise the financial management under the region.
- Check monthly Accounts of Regions and Projects and to prepare report for sending to the Regions/Projects offices.
- Carry out annual physical verification of the Fixed Assets and Stock of Store/Stationary as well as to assist the external auditor at the time of physical verification.
- Review and finalize all the Financial Statements.
- Prepare Consolidated Financial Statements of Region
- Proper documentation of internal and external audit plans, reports, guidance letter, and action plan; correspondence with Regional
- Maintain a comprehensive documentation system for recording of all-important documents e.g. important office circular, guideline, policies, Manual, Articles, publications, Books, correspondence with external auditor, correspondence with Govt. bodies, important correspondence with Donors, approval letters, meeting minutes etc.
- Financial monitoring and extend full support in strengthening financial accountability and transparency
- Assess operational risks and develop risk management strategies.
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Master's degree/MBA/MBS with major in Accounting from any recognized university in Bangladesh or abroad, CA-CC will give preference.

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Minimum 5 years' relevant experience including minimum 3 years' experience at managerial level (Audit and Compliance) in the similar job in any reputed NGO/INGOs.
- At least 2 weeks field visits mandatory.
- High ethical integrity/standards with a commitment to transparency and accountability.
- Must have demonstrated knowledge on IAS, ISA and IFRS.
- Extensive knowledge on the regulatory issues affecting NGOs including grants compliance, donor regulations and financial reporting standards.
- Proven ability to lead and develop a team, manage projects and work collaborating with other departments.
- Strong relationship management skills and the ability to work effectively at all levels.
- Strong representation abilities and facilitation skills and strong written and oral command in English/Bangla.
- Proactive, creative, results-oriented, service-oriented, self-driven and positive to work in a team.
- Must have knowledge in MS Windows and MS Office packages (Excel, Word, Power Point), web conferencing applications, and information management systems. Capable of e-auditing using Tally Accounting Software will be an additional qualification.
- Ability to work in challenging and demanding environments.
- Should have 'can do' attitude and able to handle multiple tasks managing priorities.
- Committed to work following organizational Vision, Mission, Values, Principal and Policies.
- Excellent interpersonal, organizational and communication skills.
- Critical thinking and creative problem-solving skills with ability to make sound judgment and offer innovative solutions.
- Proactive, creative, results-oriented, and service-oriented.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Strong written and oral command in English/Bangla is required.
- The position is requiring 10 to 15 days field visit per month at rural areas under Regional Offices.

Job Location

Dhaka/ Thakurgaon/ Rangpur/ Rajshahi/Khulna

Salary

- Tk. 50,000 to 60,000/- (Monthly). Salary will be negotiable in case of highly competent candidate.

Compensation & Other Benefits

- Festival Bonus 2(Yearly) & Boishakhi allowance, Provident Fund, Gratuity & others benefit as per organizational policy.

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

***Photograph must be enclosed with the resume.**

Apply Procedure

Interested candidates are requested to submit their resume with cover letter along with recent 02 copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 03/10/2024 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Applications should be submitted within 03/10/2024 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is mandate of ESDO.

Application Deadline: 03 October 2024

Published On: 21 September 2024

Company Information

Eco-Social Development Organization (ESDO) Address: Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh