



## Eco-Social Development Organization (ESDO)

### Finance and Admin Officer

Application Deadline: **14 Nov 2024**

#### Summary

Vacancy: **1**

Age: **at most 40 years**

Location: **Gaibandha, Joypurhat ...**

Maximum Salary: **Tk. 40000 (Monthly)**

Experience: **At least 5 years**

Published: **6 Nov 2024**

#### Requirements

##### Education

M.Com/MBA/MBS major in Accounting & Finance

##### Experience

- At least 5 years
- The applicants should have experience in the following business area(s):  
NGO

##### Additional Requirements

- Age at most 40 years
- Minimum 5 years of professional experience in finance, administration, and grants management in the development sectors.
- Working experience in USAID-funded projects is preferable.
- Committed to achieving results in a short time frame and under time pressure.
- Excellent communication skills and ability to effective coordination among sections.
- Excellent interpersonal skills, cost-effectiveness, and integrity.
- Ability to set priorities, plan, and organize the work.
- Skilled in computer literacy, application software, internet, and email communication.
- Good understanding of and commitment to promote Gender, Equity, and Diversity Inclusion (GEDI) related concepts, ideas, and best practices.

#### Responsibilities & 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 10 million poor and vulnerable people.

As partnership with CARE Bangladesh, ESDO is implementing the USAID's Community Nutrition and Health Activity (CNHA) at Rangpur, Kurigram, Gaibandha and Joypurhat District. ESDO is inviting applications from interested qualified candidates for the position.

Supervisor's Position: Manager-Finance & Admin

S/he is responsible for maintaining working relationships with the key personnel from CARE and will work in close collaboration with the Senior Officer – Sub Grants and other project staff. S/he will also communicate and ensure financial requirements and policies with the program staff of the project.

**Job Responsibilities:**

- Responsibility # 1: Project financial activities, including budgeting, monitoring, and reporting
- Provide support in planning, operations, and management of the project's finance and budget.
- Closely monitor and track the budget versus expenses with the approved project budget and work plan.
- Maintain project financial filing and ensure all financial documents according to USAID, CARE, and Eco-Social Development Organization (ESDO) policies and procedures.
- Assist in preparing financial reports, asset reports, and VAT reports.
- Conduct physical verification of project assets, update register/records, and prepare reports.
- Provide support in facilitating external audits, monitoring through preparing financial statements, and providing bills/ vouchers, documents, financial reports, etc.
- Facilitate team meetings and prepare the meeting notes/minutes, especially any financial issues.

- Perform monitoring and guidance to the project staff to maintain financial procedures for their expenses.
- Responsibility # 2: Human Resources management and administrative support
- Prepare project staff salary statements and take appropriate measures to make payments on time.
- Ensure advance to the project staff: staff traveling for field activities, etc., and make necessary arrangements for adjustment of their advance on time.
- Arrange payment to consultants, vendors, and service providers, etc.
- Provide assistance to the HR department in maintaining compliance and documentation for the project staff recruitment process.
- Provide support in capacity development to project staff on financial issues.
- Maintain filing financial, administrative, and HR records in an organized manner and according to USAID, CARE, and Eco-Social Development Organization (ESDO) policies and procedures.
- Facilitate, organize, and support the administrative activities such as ensuring field office set up, field movement, vehicles, assets, and logistics as per standards and guidelines.
- Responsibility # 3: Assist project procurement activities
- Assist in the procurement of goods and services, including the preparation of the PR and subsequent follow-up for procurement.
- Provide support in ensuring and arranging adequate stationery, materials, and supplies for training, project activities, and other events on time.
- Support in maintaining storage of project goods and ensuring proper inventory tracking records.
- Responsibility # 4: Communication and liaison with partners and stakeholders
- Maintain effective communication between the key personnel of CARE to ensure the requirements are met accordingly and timely.
- Maintain effective communication with project staff and different departments at Eco-Social Development Organization (ESDO).
- Maintain suppliers, vendors, and contractors' contact information and communication.
- Assist orientation of suppliers, vendors, and contractors on standard policy, procedure, and compliance rules and safeguarding

- The duties and responsibilities set out above are partial. The role holder may be required to carry out additional duties within the reasonableness of her/his level of skills and experience. Ready to work in any natural disaster or emergency anywhere in Bangladesh.
- The Finance and Admin Officer will report to the Manager – Finance and Admin of Eco-Social Development Organization (ESDO) and will closely work with the Senior Officer – Sub Grants r of CNHA, CARE Bangladesh

## Compensation & Other Benefits

As per project allocation

## Workplace

Work at office

## Employment Status

Full Time

## Job Location

Gaibandha, Joypurhat, Kurigram, Rangpur

## Job Highlights

As partnership with CARE Bangladesh, ESDO is implementing the USAID's Community Nutrition and Health Activity (CNHA) at Rangpur, Kurigram, Gaibandha and Joypurhat District.

## Read Before Apply

ESDO does not tolerate any Safeguarding abuse. So, if you have any history of child 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 gender 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.

## Apply Procedure

### Hard Copy

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 02/10/2024 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 or Apply through ESDO online portal (<https://career.esdo.net.bd/>). Applications should be submitted within 02/10/2024 by 5.00PM. Only shortlisted applicants will be contacted and called for interview. Equal opportunity, promoting women & children rights is mandate of ESDO.

## Company Information

Eco-Social Development Organization (ESDO)

+ Follow

### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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▲ রিপোর্ট

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