



Eco-Social Development Organization (ESDO)

Assistant Accounts Officer

Application Deadline: **16 Oct 2024**

Summary

Vacancy: **01**


Age: **at most 40 years**

Location: **Bagerhat, Barishal ...**

Maximum Salary: **Tk. 30000 (Monthly)**

Experience: **2 to 3 years**

Published: **9 Oct 2024**

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Requirements

Education

Bachelor's degree in Accounting, Finance, Business Administration, or a related field

Experience

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

Additional Requirements

- Age at most 40 years
- Both males and females are allowed to apply
- Minimum of 2-3 years of experience in accounting or financial management, preferably within an NGO or development sector.
- Strong knowledge of accounting principles, financial management, and donor compliance requirements.
- Proficiency in accounting software (e.g., Tally, QuickBooks) and Microsoft Excel.
- Experience in working with donor-funded projects is an asset.
- High level of accuracy in data entry, financial record-keeping, and reporting.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Strong analytical skills to track budget variances and identify discrepancies.

- Good verbal and written communication skills, with the ability to convey financial information clearly to non-financial stakeholders.
- Ability to work effectively within a team and collaborate with program and finance staff.
- Strong commitment to maintaining confidentiality and integrity in handling financial information.
- Experience working in the development sector, particularly in education, women's empowerment, or skills development programmes.
- Knowledge of local financial regulations, taxation, and compliance requirements.
- Strong organizational skills and ability to handle large volumes of financial data.
- Ability to adjust to changing financial needs and project priorities.
- Proactive in identifying financial discrepancies and offering solutions.
- Commitment to maintaining high standards of financial accountability and transparency.

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 12 million poor and vulnerable people.

The Assistant Accounts Officer will support the financial management of the Alternative Learning Programme (ALP), ensuring that all financial transactions are accurately recorded, accounted for, and reported in line with organizational policies and donor requirements. The role involves assisting the Accounts Officer/Finance Manager with day-to-day financial operations, maintaining proper documentation, and ensuring compliance with financial regulations.

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

Job Responsibilities:

Financial Record Keeping and Data Entry

- Assist in maintaining accurate and up-to-date financial records, including cash books, ledgers, and bank reconciliations.

- Ensure timely and accurate data entry of financial transactions into the accounting system.
- Track expenses and revenues related to the ALP programme, ensuring proper allocation of funds.

Budget Management and Financial Reporting

- Assist in the preparation of budgets and financial forecasts for the programme.
- Support the preparation of monthly, quarterly, and annual financial reports, ensuring that all expenditures are in line with budgeted amounts.
- Help monitor budget variances and report any significant discrepancies to the Accounts Officer or Finance Manager.

Compliance and Auditing

- Ensure compliance with organizational financial policies, donor requirements, and national financial regulations.
- Assist in preparing financial documents for internal and external audits, ensuring all necessary supporting documents are readily available.
- Help implement recommendations from audit findings to strengthen financial controls.

Payment Processing and Payroll Support

- Assist in processing payments to vendors, staff, and beneficiaries, ensuring timely disbursement of funds.
- Prepare payment vouchers, ensuring proper approvals and documentation are in place before processing.
- Support payroll processing, ensuring accurate and timely salary disbursements for project staff and facilitators.

Cash Management

- Assist in managing the petty cash fund, ensuring that all disbursements are properly recorded and supported by valid documentation.
- Conduct cash counts and reconcile cash balances regularly to ensure accuracy and transparency.

Financial Documentation and Filing

- Ensure proper filing of financial records, including receipts, invoices, contracts, and other relevant documents.
- Maintain an organized and easily accessible filing system for all financial documents related to the ALP programme.

Collaboration and Support

- Work closely with the program teams to provide financial information and support as needed for effective program implementation.
- Assist in financial training sessions for non-finance staff to enhance their understanding of financial procedures and compliance requirements.

Workplace

Work at office

Employment Status

Full Time

Job Location

Bagerhat, Barishal, Bhola, Gazipur

Job Highlights

The Assistant Accounts Officer will support the financial management of the Alternative Learning Programme (ALP), ensuring that all financial transactions are accurately recorded, accounted for, and reported in line with organizational policies and donor requirements. The role involves assisting the Accounts Officer/Finance Manager with day-to-day financial operations, maintaining proper documentation, and ensuring compliance with financial regulations.

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

Hard Copy

Interested candidates are requested to submit their resume the Eco-Social Development Organization (ESDO) online career portal (<https://career.esdo.net.bd/>) by 16/10/2024 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: 16 October 2024

Published On: 09 October 2024

Apply URL:

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

Company Information

Eco-Social Development Organization (ESDO)

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Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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