



Eco-Social Development Organization (ESDO)

Assistant Finance Officer

Application Deadline: **2 Oct 2024**

Summary

Vacancy: **05**


Age: **18 to 35 years**

Location: **Anywhere in Bangladesh**

Salary: **Tk. 20000 - 25000 (Monthly)**

Experience: **4 to 5 years**

Published: **22 Sep 2024**

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Requirements

Education

At least graduation in Accounting & Finance. Master's in Accounting & Finance will get preferences

Experience

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

Additional Requirements

- Age 18 to 35 years
- Both males and females are allowed to apply
- A minimum of 4-5 years of experience in accounting or finance, preferably within the non-profit sector.
- Experience with donor-funded projects, particularly in the agriculture or livestock sectors, is highly desirable.
- Familiarity with accounting software (e.g., QuickBooks, SAP) is preferred.
- Strong understanding of accounting principles and financial management practices.
- Excellent numerical and analytical skills with attention to detail.

- Proficiency in MS Office applications, particularly Excel.
- Ability to work under pressure and manage multiple tasks with strict deadlines.
- Strong communication and interpersonal skills.
- Fluency in Bangla and English, both written and spoken, is required.
- Ability to write clear reports, to analyze and interpret data, and to prepare spread sheets.
- Strong in written and verbal English and Bangla communications.

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.

ESDO is inviting applications from interested qualified candidates for the following position. It's a core position of the organizations.

Job Responsibilities:

- Financial and operational management and control
- Prepare financial plan/fund request/cash call for the Project.
- Ensure donor compliance including financial transaction, HR, program.
- Orient and update donors' compliance to the project staff.
- Check and verify the bills/Invoices as per plan and process for payment.
- Ensure that every bill/invoice/vouchers are cross checked with other documents with fact and figures.
- Keep the record of the updated fund/expenditure status and will provide analytical reports and

forecast to management on fund utilization.

- Support Project Manager to prepare the budget according to the project plan.
- Ensure appropriate fund allocation for all activities.
- Financial documentation and record keeping
- Ensure to maintain and updates all accounts related books and documents such as cashbook, Bank book/check issue register, ledger, subsidiary ledger and other financial documentation associate with financial management.
- Prepare, update and preserve financial related information, files, documentation, and database for financial management.
- Monitor the approved budget with day to day actual expenditure as per program need.
- Assist to Project management for controlling and monitoring.
- Financial risk analysis.
- Ensure day to day cash and bank management including all sorts of banking jobs.
- Ensure proper management of petty cash management.
- Ensure that petty cash is kept in safe custody and the limit is not exceeds as per policy.
- Assist to ensure procurement process maintaining proper procurement policy.
- Ensure that every bills/Invoices are properly approved before payment made.
- Update the books of accounts and end of the day supervisor's signature to be taken regularly.
- Administrative support and human resources management
- Assist the project team in administrative support for smooth operation of project interventions.
- Manage effective utilization of Project assets
- Vehicle management and ensure effective utilization
- Ensure and maintenance HR database, leave and others relevant issue management and records.
- Timely ensure procurement followed by standard procedure and maintain donor's compliance.
- Assist to prepare different agreement with landlord, vendors and other parties.

- Report preparation
- Prepare expenses summary report and identify any deviation, made recommendation to Management.
- Analyze budget expenditure and prepare financial reports for project reporting.
- Prepare all kind of financial reports (Trial Balance, Receipt & Payment Account, Budget and Expenditure Statement, Cash and Expenditure Status, Cash Recap by Bank Account, Bank Reconciliation Statement etc.).
- Prepare expenditure statements; conduct internal auditing, and maintaining books of accounts properly.
- Ensure the report submission to proper management within dateline.
- Prepare and updates assets tracking and reports.
- Prepare and submit the any other financial and admin report as per demand of project and organization. Coordination and communication
- Maintain proper coordination and communication among the ESDO HO and Finance Controller.
- Assist and orient to staff in different compliance issues in financial and administration
- Coordinate and communicate with Bank authority for any deviation.

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Job Highlights

ESDO is inviting applications from interested qualified candidates for the following position. It's a core position of the organizations.

Read Before Apply

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 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)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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