



Eco-Social Development Organization (ESDO)

Field Accounts Officer

Application Deadline: **29 Jun 2024**

Summary

Vacancy: **01**


Age: **at most 45 years**

Location: **Lalmonirhat**

Minimum Salary: **Negotiable**

Experience: **At least 5 years**

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Requirements

Education

Masters in finance discipline probably 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 45 years
- Both males and females are allowed to apply
- Minimum 5 years of professional experience in finance, administration, and grants management in the development sectors
- 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, value for money, 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
- Should have specific knowledge on financial analysis and accounting software.

- Ability to write clear reports, to analyze and interpret data, and to prepare spread sheets.
- Strong in written and verbal English and Bangla communications.
- Excellent skills on report writing in English,
- Computer skill on MS Office package

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' entered 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 centred 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 331 upazilas under 51 districts of Bangladesh covering over 10 million poor and vulnerable people.

•Presently, we are implementing the Healthy Village in Urban (HVU) programme in Lalmonirhat municipality and six peri-urban Unions within Lalmonirhat district. The HVU program, an innovation developed by Max Foundation, is being implemented by Max Foundation and its partners. The Healthy Village program has been in operation since 2017. Already 409 villages in the South-coastal region of Bangladesh declared as Healthy Villages. With the technical and financial support provided by Max Foundation, we are scaling-up the Healthy Village program to urban areas.

•The purpose of the Healthy village in Urban (HVU) is to take our healthy village innovation to the next level of scale by 1) proving that it works in an urban Bangladeshi context and 2) through adoption of the approach or elements of it by key stakeholders. The objectives of HVU are as follows: -

•Objective 1: HVU demonstration project in northern Bangladesh, in Lalmonirhat municipality and surrounding peri-urban areas, reaching 157,000 people.

•Objective 2: Uptake of the approach by government, other NGOs and donors, and private sector actors. This is expected to have an impact on almost 2 million people (1.88 million) through actions undertaken by those actors, influenced and supported by Max Foundation.

•ESDO in partnership with Max Foundation is going to implement the "Healthy Village in Urban" project at Lalmonirhat District. ESDO is inviting applications from interested qualified candidates for the position.

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 the budget and Financial risk analysis.
- Ensure day to day cash and bank management including all sorts of banking jobs.
- Ensure proper management of petty cash management and kept in safe custody and the limit is not exceeds as per policy.
- Assist to ensure procurement process maintaining proper procurement policy.
- 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..
- 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.).
- 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

Workplace

Work at office

Employment Status

Full Time

Job Location

Lalmonirhat

Job Highlights

The Healthy Village program has been in operation since 2017. Already 409 villages in the South-coastal region of Bangladesh declared as Healthy Villages. we are scaling-up the Healthy Village program to urban areas.

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.

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

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

*Photograph must be enclosed with the resume

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with cover letter along with recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 30/06/2024 by post or Currier or hand to hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh by 5.00PM.

Company Information

Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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