



Eco-Social Development Organization (ESDO)

Coordinator, Finance & Admin

Application Deadline: **12 Jan 2025**

Summary


Vacancy: **01**

Location: **Naogaon**

Salary: **Tk. 55000 - 60000 (Monthly)**

Experience: **At least 5 years**

Published: **2 Jan 2025**

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Requirements

Education

- Masters
- Master's degree in Accounting/Finance.
- At least 5 years of experience in an NGO, multinational, or reputable local organization.
- Strong practical knowledge of withholding tax and VAT regulations.

Experience

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

Additional Requirements

- Age: Maximum 45 years; both male and female can apply. Age is flexible for deserving candidates.
- Team Player: Strong interpersonal skills and ability to collaborate effectively in a team.
- Task Management: Skilled in handling multiple tasks and meeting deadlines.
- Leadership: Capable of leading teams and solving problems effectively.
- Initiative: Self-driven, creative, and able to work independently.
- Adaptability: Flexible with travel, extended hours, and changing conditions.
- Legal Knowledge: Familiar with relevant government regulations.

- Awareness: Understanding of climate change, gender equity, and multicultural issues.

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 331 upazilas under 54 districts of Bangladesh covering over 10 million poor and vulnerable people.

As partnership with WaterAid Bangladesh, ESDO is implementing the GO4IMPact Programme supporting local democratic governance and climate resilient public service provision in Bangladesh at Naogaon District. ESDO is inviting applications from interested qualified candidates for the position.

Job Responsibilities:

1. Books of Accounts Management:

- Maintain comprehensive books of accounts for the project, ensuring all financial transactions are accurately recorded.
- Post transactions in Tally software, ensuring timely updates and accurate data entry.

2. Financial Reporting:

- Prepare and submit monthly, quarterly, and yearly financial reports to the donor and organization as per requirements.
- Develop and analyze financial statements, including cash flow, budget variance, and expenditure tracking reports.

3. Audit and Compliance:

- Manage external and internal audit processes, ensuring proper documentation and addressing audit queries.
- Ensure compliance with donor financial guidelines and ESDO policies.
- Implement audit recommendations to improve financial controls.

4. Cash and Bank Reconciliation:

- Count cash and documents weekly, monthly, and yearly, obtaining approvals from the proper authority.
- Prepare bank reconciliation statements and oversee project cash flow management.

5. Budget Management:

- Oversee the preparation of project budgets and ensure alignment with donor and organizational policies.
- Monitor project fund utilization, ensuring expenditures are within budget limits.

6. Procurement and Coordination:

- Prepare procurement plans in coordination with central management, ensuring timely and cost-effective procurement.
- Coordinate with program teams and central management to address financial and logistical needs.

7. Policy and Oversight:

- Ensure compliance with financial policies and regulations of ESDO and the government.
- Oversee VAT and Tax-related compliance, including preparing Tax & VAT schedules for audit reports and returns.

8. Other Duties:

- Perform any other tasks assigned by management.

Compensation & Other Benefits

According to project Allocation

Workplace

Work at office

Employment Status

Full Time

Job Location

Naogaon

Job Highlights

WaterAid Bangladesh & **ESDO** is implementing the GO4IMPact Programme supporting local democratic governance and climate resilient public service provision in Bangladesh at Naogaon District.

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

Applications should submit within 12/01/2025 by 5.00PM through ESDO website online application link: <https://career.esdo.net.bd/>

Only shortlisted applicants will be contacted and called for an interview.

Women are especially encouraged to apply.

Equal opportunity, and promoting women & children`s rights is the mandate of ESDO.

Apply URL:

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

Company Information

Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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