



Eco-Social Development Organization (ESDO)

Accounts and Finance Officer

Application Deadline: **10 Sep 2024**

Summary

Vacancy: **01**

Age: **at most 45 years**

Location: **Dinajpur, Gaibandha ...**

Minimum Salary: **Tk. 50000 (Monthly)**

Experience: **At least 4 years**

Published: **2 Sep 2024**

Requirements

Education

- The ideal candidate should possess a minimum of a four-year undergraduate degree/ BCom. (pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

Experience

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

Additional Requirements

- Age at most 45 years
- The candidate should have a minimum of four (4) years of work experience in financial management within a reputable organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).
- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

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 377 upazilas under 52 districts of Bangladesh covering over 12 million poor and vulnerable people.

Eco-Social Development Organization (ESDO) is going to implement a sub-project titled Promoting Eco-Friendly Construction Materials through resource efficient and cleaner Production (RECP) practices as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Eco Friendly Constructions Materials (EFCM) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and Eco-Social Development Organization (ESDO). ESDO is inviting applications from interested qualified candidates for the position.

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance

Sub-project Objectives

- To develop entrepreneur and technical assistant on eco-friendly construction materials.
- To adopt resource efficient, cleaner production and good manufacturing practices.
- To adopt climate resilient technologies for reducing vulnerabilities.
- To increase technical knowledge and capacity of the MEs.
- To improve market accessibility of eco-friendly construction materials.

Responsibilities

The 'Accounts and Finance Officer' will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows:

Maintaining Accounts

- Maintain sub-project accounts in accordance with International Accounting Standard (IAS), on a 'going concern' basis under Generally Accepted Accounting Principles;
- Maintain separate books of account on an accrual basis under historical cost convention;

- Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position of the sub-project along with other notes and relevant information;

Fund Management

- Monitor the flow of funds from the PKSF to sub-project and sub-project to microenterprise to ensure that appropriate procedures are followed;
- To ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-project implementation;
- Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds;

Budget and Financial Reporting

- Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan and other relevant work plans;
- Prepare the budget of a new cost proposal, training, and other sub-project activities;
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project;
- Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;

Sub-project Monitoring

- Ensure strong monitoring system of the sub-project through frequent field visits;
- Review external and internal audit report along with management letter of the sub-projects;

Administration and Procurement

- Ensure that the project procurement rules are complied with the sub-project procurement;
- Prepare and regularly update the procurement plan(s);
- Manage logistics and procurements;
- Verifying current inventory levels and keeping records to prevent inventory gaps;
- Overseeing the day-to-day administrative tasks.

Others Responsibilities

- Maintain the sub-project bank account and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with SMART-PMU of PKSF regarding accounts and budget;
- Support internal audit section for internal audit and support external auditors with necessary information of the sub-project;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the Eco-Social Development Organization (ESDO).

Compensation & Other Benefits

Other admissible benefits (Festival Bonus, Boishakhi allowance, Mobile allowance, etc.) as per the organization's policy.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dinajpur, Gaibandha, Kurigram, Lalmonirhat, Nilphamari, Panchagarh, Rangpur, Thakurgaon

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.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 10/09/2024 by 5.00PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar),

Thakurgaon-5100, Bangladesh. 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.

Company Information

Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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