



Eco-Social Development Organization (ESDO)

Sr. Officer, Finance and Admin

Application Deadline: **12 Jan 2025**

Summary


Vacancy: **01**

Location: **Naogaon**

Salary: **Tk. 40000 - 45000 (Monthly)**

Experience: **At least 3 years**

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Requirements

Education

- Masters
- Master's degree in Accounting/Finance/Business Studies.

Experience

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

Additional Requirements

- At least 3 years of experience in an NGO, multinational, or reputable local organization.
- knowledge of withholding tax and VAT regulations.
- Age: Maximum 40 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 Water Aid 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. Petty Cash and Payment Handling:

- Manage petty cash transactions and ensure timely payments to vendors and consultants.
- Check and process bills, ensuring value for money and adherence to organizational policies.

2. Attendance and Leave Management:

- Maintain and update attendance records and leave registers for all project staff.

3. Financial Records and Filing:

- Maintain and organize financial documentation, including vouchers, invoices, and other records.
- Ensure a systematic filing system for easy retrieval and audit readiness.

4. Advance Management:

- Review staff travel advance requests, verify outstanding advances, and follow up for adjustments.

5. Compliance and Statutory Reporting:

- Deduct and deposit VAT/Tax as per government regulations.
- Prepare and submit statutory VAT/Tax returns in a timely manner.

6. Support in Reconciliation and Reporting:

- Assist in bank reconciliations and tracking of balance sheet items like receivables, payables, and accruals.
- Provide periodic updates and financial reports to the Coordinator, Finance & Admin.

7. Audit Assistance:

- Facilitate internal and external audit processes by providing required documentation and addressing queries.

8. Coordination and Support:

- Support the Coordinator, Finance & Admin, in day-to-day financial and administrative tasks.
- Ensure timely communication and reporting of operational updates to the Coordinator.

9. 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

Water Aid 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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Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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