



Eco-Social Development Organization (ESDO) Officer-Admin and Finance

Application Deadline: **9 Feb 2025**

Summary

Vacancy: **01**


Age: **at most 45 years**

Location: **Kurigram**

Maximum Salary: **Tk. 45000 (Monthly)**

Experience: **At least 5 years**

Published: **3 Feb 2025**

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Requirements

Education

- A Bachelor's degree in Finance, Accounting, Business Administration, or a related field (a Master's degree in Finance, Business Administration, or a similar discipline will be an advantage).
- Professional certification in accounting (e.g., CA, CPA, ACCA) is highly desirable.

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.
- Strong knowledge of financial management principles and practices.
- Proficiency in budget planning, forecasting, and monitoring.
- Ability to analyze and interpret financial reports and data.
- Experience with cost control, financial risk management, and financial forecasting.
- Proficient in preparing financial reports, including trial balances, cash flow, expenditure statements, and reconciliations.

- Familiarity with different accounting systems and software (e.g., QuickBooks, Tally, MS Excel).
- Strong attention to detail and accuracy in financial documentation and transactions.
- Understanding of donor compliance, financial reporting standards, and internal audit processes.
- Experience with procurement processes, ensuring compliance with standard procedures and donor requirements.
- Knowledge of the financial aspects of contracts and agreements.
- Ability to manage day-to-day administrative functions (e.g., procurement, asset management, HR records).
- Skilled in coordinating logistical and operational tasks, such as vehicle management and office resources.
- Strong organizational and multitasking abilities to handle different administrative duties efficiently.
- Ability to analyze financial discrepancies, identify issues, and suggest corrective actions.
- Strong problem-solving skills to address financial or operational challenges.
- Strong ability to prioritize tasks, meet deadlines, and manage multiple responsibilities simultaneously.
- Detail-oriented, able to manage multiple projects and deadlines effectively.
- Strong experience in budget preparation, financial reporting, donor compliance, and financial documentation.
- Experience working with international donors and adhering to their compliance and financial reporting standards.
- Prior experience in managing project finances, cash flow, and accounting systems, including bookkeeping, audit coordination, and procurement processes.
- Hands-on experience with accounting software (e.g., QuickBooks, Tally, or other relevant software).
- Familiarity with financial risk analysis and control measures.
- Knowledge of HR administration, procurement procedures, and asset management.

Responsibilities & Context

Job 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 adopted 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 12 million poor and vulnerable people.

- The primary goal of this position is to ensure financial management, including developing quality financial activities and reports for the overall operation of the Action to Climate Change for Ensuring Sustainable Solutions (ACCESS) project. The Admin and Finance Officers will ensure that all expenses are made according to the approved budget and follow donors' compliance, agreed procurement procedures, etc. S/he will associate with budget monitoring process also the incumbent will also provide support to internal and external auditors as per program need. S/he is also responsible for coordination, communication, performance management, and staff development and inventory management system. S/he will be based in Kurigram Project Office, with project coordination and management team. S/he will spend approximately 30% time in the field.

Authority

The Finance and Accounts Officer will report to the Project Manager and Finance Controller of ESDO.

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities

Financial and operational management and control

- Prepare the financial plan, fund requests, and cash calls for the project.
- Ensure donor compliance across financial transactions, human resources, and program activities.
- Orient project staff on donor compliance requirements and updates.
- Review and verify bills/invoices according to the project plan and process them for payment.
- Cross-check every bill/invoice/voucher with supporting documents, ensuring accuracy of facts and figures.
- Maintain up-to-date records of fund and expenditure status, providing analytical reports and forecasts to management on fund utilization.
- Assist the Project Manager in preparing the budget in alignment with the project plan.
- Ensure appropriate fund allocation for all project activities to maximize impact.

Financial documentation and record keeping

- Ensure the proper maintenance and regular updates of all financial records, including cash books, bank books, check issue registers, ledgers, subsidiary ledgers, and other financial documents associated with financial management.
- Prepare, update, and preserve financial information, files, documentation, and databases for effective financial management.
- Monitor the approved budget, comparing actual expenditures against the program's needs on a daily basis.
- Assist project management in controlling and monitoring financial activities.
- Conduct financial risk analysis to identify potential issues and mitigate risks.
- Ensure the proper management and control of petty cash, adhering to policies and guidelines.
- Ensure petty cash is kept securely and that the limit is not exceeded as per the established policy.
- Assist in ensuring that the procurement process aligns with proper procurement policies.
- Ensure all bills and invoices are thoroughly approved before processing payments.

Administrative support and human resources management

- Provide administrative support to the project team to ensure the smooth operation of project interventions.
- Oversee the effective utilization of project assets.
- Manage vehicle operations and ensure optimal utilization.
- Ensure the maintenance of HR databases, including leave management and other relevant records.
- Ensure timely procurement processes in compliance with standard procedures and donor requirements.
- Assist in preparing various agreements with landlords, vendors, and other stakeholders.

Report preparation

- Prepare expense summary reports, identify deviations, and provide recommendations to management for corrective actions.
- Analyze budget expenditures and prepare financial reports for project reporting.
- Prepare a variety of financial reports, including Trial Balance, Receipt & Payment Accounts, Budget and Expenditure Statements, Cash Flow and Expenditure Status, Cash Recap by Bank Account, and Bank Reconciliation Statements.

- Prepare expenditure statements, conduct internal audits, and maintain books of accounts accurately.
- Ensure timely submission of reports to the appropriate management team.
- Track and update asset records, ensuring accuracy and reporting.
- Prepare and submit any other financial and administrative reports as requested by the project or organization.

Coordination and communication

- Ensure proper coordination and communication between ESDO Head Office and the Finance Controller.
- Assist and provide orientation to staff on various compliance issues related to finance and administration.
- Coordinate and communicate with bank authorities to address any deviations.
- Coordinate with different projects within ESDO and external organizations to ensure smooth operations.
- Provide support on project-related tasks as assigned by the supervisor/PM.

Compensation & Other Benefits

As per the project allocation.

Workplace

Work at office

Employment Status

Full Time

Job Location

Kurigram

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

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 09/02/2025 by 5.00 PM by post or Courier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or Apply through ESDO online career portal (<https://career.esdo.net.bd/>) by 09/02/2025 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is 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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