

Application Deadline: **10 Dec 2024**



## Eco-Social Development Organization (ESDO)

### Manager-Finance & Admin

#### Summary

Vacancy: **05**

Age: **at most 45 years**

Location: **Anywhere in Bangladesh**

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

Experience: **At least 2 years**

Published: **30 Nov 2024**

#### Requirements

##### Education

M.Com/MBA/MBS major in Accounting from any recognized university with 2 years' relevant experience as an Accounts Officer in any reputed NGO/INGOs. CA (CC) will give preference.

##### Experience

- At least 2 years
- The applicants should have experience in the following business area(s):  
NGO

##### Additional Requirements

- Age at most 45 years
- Minimum 2 years' relevant experience as an Accounts Officer in any reputed NGO/INGOs.
- High ethical integrity/standards with a commitment to transparency and accountability.
- Must have demonstrated knowledge on IAS, ISA and IFRS.
- Extensive knowledge on the regulatory issues affecting NGOs including grants compliance, donor regulations and financial reporting standards.
- Proven ability to lead and develop a team, manage projects and work collaborating with other departments.
- Strong relationship management skills and the ability to work effectively at all levels.
- Strong representation abilities and facilitation skills and strong written and oral command in English/Bangla.

• Proactive, creative, results-oriented, service-oriented, self-driven and positive to work in a team.  
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- Must have knowledge in MS Windows and MS Office packages (Excel, Word, Power Point), web conferencing applications, and information management systems. Capable of e-auditing using Tally Accounting Software will be an additional qualification.
- Ability to work in challenging and demanding environments.
- Should have 'can do' attitude and able to handle multiple tasks managing priorities.
- Committed to work following organizational Vision, Mission, Values, Principal and Policies.
- Excellent interpersonal, organizational and communication skills.
- Critical thinking and creative problem-solving skills with ability to make sound judgment and offer innovative solutions.
- Proactive, creative, results-oriented, and service-oriented.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Strong written and oral command in English/Bangla is required.

## Responsibilities & Context

ESDO was established in 1988 with the aim of supporting poor and marginalized people affected by the devastating flood and gradually moving towards achieving a broader vision of achieving sustainable, secured, and resilient livelihoods for these poor and marginalized people through improving their overall sustainable development. For the last more than three and a half decades of its development journey, ESDO has set an outstanding example of a sustainable development model for the underprivileged communities of Bangladesh. ESDO has been working in the country's primarily unserved and underserved locations, nurturing a community-focused participatory approach and people's ownership. Consequently, the ESDO's working area has already established an enabling environment. We have made notable achievements in livelihood improvement, food security and nutrition, education, women's empowerment, health, the promotion of children's rights, adolescent and youth engagement, and the rights of ethnic minorities. During this long span, we have adapted to the changing situation and provided the most time-bound effective services, especially to the poor and disadvantaged people. Considering the government's development policies, we are currently implementing a considerable number of projects and programs, including a microfinance program, through a community-focused and people-centered approach to accomplish the government's development agenda and the Sustainable Development Goals (SDGs) of the UN as a whole. One of the most dynamic organizations, ESDO, is expanding its development interventions across 408 upazilas under 53 districts of Bangladesh, thereby reaching over 15 million impoverished and vulnerable individuals.

The Manager-Finance & Admin is responsible for timely completion of internal and external audit of ESDO's respected projects and all other accounts following IAS and ISA and for strengthening transparency and financial accountability. S/he will also be responsible to fulfil the obligations to Donors and government authorities.

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

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### **Job Responsibilities**

- Lead the colleagues of Audit Section to accomplish the tasks of Audit Section efficiently and effectively.
- Co-ordinate Internal Audit and External Audit including Projects, Funds and Micro Finance Program.
- Monitor and supervise the financial management under the region.
- Check monthly Accounts of Regions and Projects and to prepare report for sending to the Regions/Projects offices.
- Carry out annual physical verification of the Fixed Assets and Stock of Store/Stationary as well as to assist the external auditor at the time of physical verification.
- Review and finalize all the Financial Statements.
- Prepare Consolidated Financial Statements of Region
- Proper documentation of internal and external audit plans, reports, guidance letter, and action plan; correspondence with Regional
- Maintain a comprehensive documentation system for recording of all-important documents e.g. important office circular, guideline, policies, Manual, Articles, publications, Books, correspondence with external auditor, correspondence with Govt. bodies, important correspondence with Donors, approval letters, meeting minutes etc.
- Financial monitoring and extend full support in strengthening financial accountability and transparency
- Assess operational risks and develop risk management strategies.
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.

### **Compensation & Other Benefits**

- Salary will be negotiable in case of highly competent candidate.

- Festival Bonus 2(Yearly) & Boishakhi allowance, Provident Fund, Gratuity & others benefit as per organizational policy.

### **Workplace**

Work at office

### **Employment Status**

Full Time

### **Job Location**

Anywhere in Bangladesh

### **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 cover letter along with recent 02  
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copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 10/12/2024 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or apply through online (<https://career.esdo.net.bd/>). Applications should be submitted within 10/12/2024 by 5.00PM

Only shortlisted applicants will be contacted and called for interview.

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

### Company Information

Eco-Social Development Organization (ESDO)

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#### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

### Report this Job / Company (রিপোর্ট)

▲ রিপোর্ট

এই চাকরির জন্য বিজ্ঞাপন দাতা প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে অথবা কোন ধরনের ভুল বা বিভ্রান্তিকর তথ্য দিলে অতি সত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি / প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। কোন প্রকার অর্থ লেনদেনের দায়িত্ব বিডিজবস বহন করবে না।

☎ 09638666444, 01897627858

✉ [complain@bdjobs.com](mailto:complain@bdjobs.com)