



Eco-Social Development Organization (ESDO)

Assistant Accounts & Finance Officer

Application Deadline: **10 Dec 2024**

Summary

Vacancy: **10**

Age: **at most 40 years**

Location: **Anywhere in Bangladesh**

Salary: **Tk. 30000 - 35000 (Monthly)**

Experience: **1 to 2 years**

Published: **30 Nov 2024**

Requirements

Education

Graduation in Accounting & Finance. Master's in Accounting & Finance will get preferences. If the candidates have a Master's Degree, then they require at least 1 year of experience, and if the candidates have a Graduation Degree, then they need at least 2 years of experience in accounting or finance in a reputed NGO or INGO.

Experience

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

Additional Requirements

- Age at most 40 years
- If the candidates have a Master's Degree, then they require at least 1 year of experience, and if the candidates have a Graduation Degree, then they need at least 3 years of experience in accounting or finance in a reputed NGO or INGO.
- Familiarity with accounting software (Tally, ERP & Others relevant) is preferred.
- Strong understanding of accounting principles and financial management practices.
- Excellent numerical and analytical skills with attention to detail.
- Proficiency in MS Office applications, particularly Excel.

- Ability to work under pressure and manage multiple tasks with strict deadlines.
- Strong communication and interpersonal skills.
- Fluency in Bangla and English, both written and spoken, is required.
- Ability to write clear reports, to analyze and interpret data, and to prepare spread sheets.
- Strong in written and verbal English and Bangla communications.

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.

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

Job Responsibilities

- Financial and operational management and control
- Prepare financial plan/fund request/cash call for the Project.
- Ensure donor compliance including financial transaction, HR, program.
- Orient and update donors' compliance to the project staff.
- Check and verify the bills/Invoices as per plan and process for payment.

- Ensure that every bill/invoice/vouchers are cross checked with other documents with fact and figures.
- Keep the record of the updated fund/expenditure status and will provide analytical reports and forecast to management on fund utilization.
- Support Project Manager to prepare the budget according to the project plan.
- Ensure appropriate fund allocation for all activities.
- Financial documentation and record keeping
- Ensure to maintain and updates all accounts related books and documents such as cashbook, Bank book/check issue register, ledger, subsidiary ledger and other financial documentation associate with financial management.
- Prepare, update and preserve financial related information, files, documentation, and database for financial management.
- Monitor the approved budget with day to day actual expenditure as per program need.
- Assist to Project management for controlling and monitoring.
- Financial risk analysis.
- Ensure day to day cash and bank management including all sorts of banking jobs.
- Ensure proper management of petty cash management.
- Ensure that petty cash is kept in safe custody and the limit is not exceeds as per policy.
- Assist to ensure procurement process maintaining proper procurement policy.
- Ensure that every bills/Invoices are properly approved before payment made.
- Update the books of accounts and end of the day supervisor's signature to be taken regularly.
- Administrative support and human resources management
- Assist the project team in administrative support for smooth operation of project interventions.
- Manage effective utilization of Project assets
- Vehicle management and ensure effective utilization
- Ensure and maintenance HR database, leave and others relevant issue management and records.

- Timely ensure procurement followed by standard procedure and maintain donor's compliance.
- Assist to prepare different agreement with landlord, vendors and other parties.
- Report preparation
- Prepare expenses summary report and identify any deviation, made recommendation to Management.
- Analyze budget expenditure and prepare financial reports for project reporting.
- Prepare all kind of financial reports (Trial Balance, Receipt & Payment Account, Budget and Expenditure Statement, Cash and Expenditure Status, Cash Recap by Bank Account, Bank Reconciliation Statement etc.).
- Prepare expenditure statements; conduct internal auditing, and maintaining books of accounts properly.
- Ensure the report submission to proper management within dateline.
- Prepare and updates assets tracking and reports.
- Prepare and submit the any other financial and admin report as per demand of project and organization. Coordination and communication
- Maintain proper coordination and communication among the ESDO HO and Finance Controller.
- Assist and orient to staff in different compliance issues in financial and administration
- Coordinate and communicate with Bank authority for any deviation.

Compensation & Other Benefits

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 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.

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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