

Category: NGO/Development

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

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Vacancy

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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. 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 bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted to 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 331 Upazilas under 51 districts of Bangladesh, covering over 10 million poor and vulnerable people.
- As an Assistant Finance and Admin Officer, you will be responsible for supporting the financial and administrative functions of the organization. You will work closely with the Finance and Admin Officer to ensure that all financial transactions are accurately recorded, budgets are monitored, and administrative systems are maintained. Your primary focus will be to support the day-to-day operations of the organization and to ensure that all financial and administrative tasks are completed in a timely and efficient manner.
- As partnership with UNICEF, ESDO will implement the Empowering the most disadvantaged adolescent girls and young women through eco system based Alternative Learning Programme (ALP) for market-driven transferable skills project at Sherpur, Jamalpur, Satkhira, Barisal, Gazipur and Bhola district. ESDO is inviting applications from interested qualified candidates for the position.
- The project duration total 24-36 months from the joining date.

Job Responsibilities

- Assist in the preparation of financial reports, including monthly financial statements and donor reports
- Support the Finance and Admin Officer in developing and monitoring project budgets
- Process invoices, payments, and other financial transactions

- Maintain accurate financial records, including filing of financial documents and reconciling bank statements
- Assist in the preparation of audit schedules and provide support during audits
- Ensure compliance with financial policies and procedures, as well as donor requirements
- Manage petty cash and prepare monthly reconciliations
- Provide administrative support, including scheduling meetings, managing correspondence, and maintaining office supplies
- Maintain accurate records of staff attendance, leave, and other HR-related information
- Coordinate travel arrangements and process travel expenses
- Support the organization of events, workshops, and other activities
- Maintain proper coordination and communication among the Finance Manager
- Assist and orient to staff in different compliance issues in financial and administration
- Any other tasks assigned by management

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Graduation in Commerce discipline

Experience Requirements

- At least 3 year(s)

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Highly experience candidates age will be flexible
- Minimum of 3 years of experience in finance and administration, preferably in a non-profit or development organization
- Strong understanding of accounting principles and financial management practices
- Proficiency in financial management software, such as Quick books or Sage
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Excellent communication skills, both written and verbal

- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and other relevant software
- Fluency in English and other relevant languages

Job Location

Barishal, Bhola, Gazipur, Jamalpur, Satkhira, Sherpur

Salary

Tk. 30000 (Monthly)

Compensation & Other Benefits

- As per project Allocation

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Interested candidates are requested to submit their resume with cover letter along with recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 25/03/2023 by post or Currier or hand to hand delivery to or Email hr.esdo@gmail.com CC to sayedesdohr@gmail.com : Address to Senior APC (HR), ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

ESDO does not tolerate any Safeguarding abuse. So, if you have any history of child 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 gender 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.

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

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to **hr.esdo@gmail.com** or to Email your CV from **MY BDJOBS** account.

Application Deadline : **25 Mar 2023**

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Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Web : www.esdo.net.bd
