

Category: NGO/Development

Finance Manager

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 a Finance Manager, you will be responsible for overseeing and managing the financial operations of the organization. Your primary focus will be to ensure that the organization`s financial activities are conducted efficiently, effectively, and in compliance with relevant laws and regulations. You will also be responsible for providing financial guidance and support to senior management, and ensuring that the organization has a sound financial position.
- 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 36 months from the joining date.

Job Responsibilities

- Manage and oversee the day-to-day financial operations of the organization, including accounts payable, accounts receivable, payroll, and financial reporting
- Develop and implement financial policies, procedures, and controls to ensure compliance with relevant laws and regulations
- Prepare and present financial reports, budgets, and forecasts to senior management and the Board of

Directors

- Develop and implement financial strategies to achieve the organization's financial goals and objectives
- Monitor and analyze financial performance, and recommend corrective actions to ensure that the organization's financial position remains sound
- Manage cash flow and financial risk, and develop and implement risk mitigation strategies
- Manage relationships with banks, auditors, and other financial service providers
- Manage the annual audit process and ensure that all financial statements are accurate and compliant with relevant laws and regulations
- 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.
- Any other tasks assigned by management

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Master's degree in Finance/ Accounting/ Management.

Experience Requirements

- At least 5 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 5 years of experience in financial management, preferably in a nonprofit organization or a small to medium-sized enterprise
- Knowledge of accounting principles and financial analysis
- Strong analytical and problem-solving skills, with the ability to identify and mitigate financial risks
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Proficiency in financial management software, such as QuickBooks or Xero, and advanced proficiency in Microsoft Excel.
- Good verbal and written communication skills in local language, English and Bengali

Job Location

Barishal, Bhola, Gazipur, Jamalpur, Satkhira, Sherpur

Salary

Tk. 60000 (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 BDJOB**s 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
