

Accounts & Admin Officer

National Development Programme

Vacancy :

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Job Context :

- Project: Making Markets for the Char (M4C)
- Type of Job: Contractual
- Working Area: Jamalpur

Job Responsibilities:

- Supporting in financial, Accounts and administrative functions of the project office.
- Ensuring administrative and logistic support in the project.
- Preparing, maintaining and updating books of accounts (voucher, cash book, bank book, ledger etc.).
- Preparing monthly, quarterly, six monthly and annual financial reports (income & expenditure report Balance sheet, Bank reconciliation, cash flow etc.).
- Maintaining the records and documents for audit.
- Taking initiatives for field staff development, training and other services.
- Maintaining administrative control of records , Such as commitments and expenditure.
- Initiating and processing administrative actions, payments, procurement etc.
- Providing assistance to all staff, manage entitlements and benefits including travel claim, leave etc.
- Coordinating to develop and maintain congenial atmosphere/team building within the project office.
- Maintaining project staff (personal) filling and data base.
- Keeping records of project staff attendance and leave.

Employment status:

- Full-time

Educational Requirements : BCom/MCom/MBS from any reputed educational institution.

Experience requirements :

- At least 3 years.

Additional Requirements :

- Age should be from 30 to 45 years.
- Computer knowledge on MS Office and ability to use the internet.
- Must have tally software management experience.
- Report writing skill in English, Bangla.

Job location :

- Jamalpur.

Salary :

- Monthly BDT 29,000 and other project benefits.

Compensation & Other benefits :

Job source : N/A

Apply procedure :

Candidates are requested to send the CV with a cover letter to sumaia@ndpbd.org by **28th of June 2023** or requested to send the CV with a cover along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Pourasava/UP and others addressing to the Assistant Director (HR & Admin), National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by **28th of June 2023**. Please clearly state the name of the position applied for on the top of the envelope.

Special Note: The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply.

The circular is also be available on www.ndpbd.org

Women are encouraged to apply; only the short-listed candidates will be called for interview.

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Company Information

National Development Programme-NDP