

Name of Project: Extended Community Climate Change Project-Drought (ECCCP-Drought).

Name of Post: Accounts cum MIS Officer

Number of Vacancies: 1 (One)

Job context : National Development Programme (NDP) is going to implement GCF & PKSF Funded ECCCP-Drought project at **Sadar Upazila** of **Naogaon** District. The main objective of the project is to increase the resilience of climate vulnerable- communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

For implementing the project NDP is seeking qualified candidate for the position of the “Accounts cum MIS Officer” in its Project Management Unit (PMU) of the ECCCP-Drought project. She/he is primarily responsible for assisting the PC in planning, monitoring and supervising the implementation of project activities and maintaining accurate and complete financial records for the project, including income, expenditure and asset management.

Job responsibilities:

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Maintain accurate and complete financial records for the project, including income, expenditure, and asset management.
- Prepare and submit regular financial reports (monthly, quarterly, and annually) to the PC and PKSF Management.
- Ensure compliance with GCF & PKSF's financial policies and procedures.
- Process payments to project vendors and consultants timely and accurately.
- Manage payroll for project staff.
- Reconcile bank statements and other financial accounts.
- Develop and implement a robust Management Information System (MIS) for the project.
- Design and maintain databases for project data, including financial data, monitoring data, and project activities.
- Generate reports and dashboards to track project progress and performance against indicators.
- Provide data analysis and support to the PC.
- Liaise with partner NGOs and other stakeholders regarding financial and MIS systems.
- Perform any other duties assigned by the PC as per instruction from PKSF & IEM management.

Education and Experience Requirement:

- A 4-year honours degree in a business-related field is required. Preference will be given to candidates with an honours degree in Accounting or Finance.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.

- At least 3 years of experience in accounting and financial management, preferably in project accounting or an NGO setting.
- Experience with computerized accounting systems is essential.
- Knowledge of MS Office Suite (including Excel) is mandatory.
- Experience with MIS development and reporting is an asset.
- Strong analytical and problem-solving skills are essential.
- Excellent communication, interpersonal, and reporting skills are necessary.
- Proficiency in English and Bengali languages is essential.

Additional Job Requirements:

- Understanding of PKSF's financial management procedures is an advantage.
- Experience working in climate change or development projects is an asset.

Age limit: Maximum 40 years.

Salary Range: Monthly gross salary will be BDT 45,000/- (including all taxes). Two Eidbonus (50% of gross salary) and one NoboBorsho bonus (10% of gross salary) are provided annually. Mobile phone bill allowance of BDT 700 per month is provided. Travel allowance of BDT 2,000 per month is provided.

Job Location: Sadar Upazila of Naogaon District

Applying instruction: Suitable candidates are requested to send the CV with a forwarding letter to career@ndpbd.org; by **5th of April 2024** or requested to send the CV with a forwarding 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 Executive Director, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by **5th of April 2024**. Please clearly state the name of the position applied for on the top of the envelope.

Only the short-listed candidates will be called for interview.

Company Information:

National Development Programme (NDP)

Address: NDP Bhaban, Bagbari, Shahid Nagar, Upazilla: Kamarkhand, District: Sirajganj-6703; web : www.ndpbd.org

(The abusers of children, adolescent, youth, women, aged people and person with disability and people with ethnic community need not apply)