

Name of Organization: National Development Programme (NDP)

Name of Post: Accounts and Finance Officer

Job Context: National Development Programme (NDP) is going to implement a sub-project titled ‘Promoting sustainable growth in Loom sub sector through RECP practices’ as a part of the ‘Sustainable Microenterprise and Resilient Transformation (SMART)’ project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Loom sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and National Development Programme (NDP).

No of Vacancies: 1

Responsibilities/Tasks:

The ‘Accounts and Finance Officer’ will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows:

Maintaining Accounts

- Maintain sub-project accounts in accordance with International Accounting Standard (IAS), on a ‘going concern’ basis under Generally Accepted Accounting Principles;
- Maintain separate books of account on an accrual basis under historical cost convention;
- Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position of the sub-project along with other notes and relevant information;

Fund Management

- Monitor the flow of funds from the PKSF to sub-project and sub-project to microenterprise to ensure that appropriate procedures are followed;
- To ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-project implementation;
- Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds;

Budget and Financial Reporting

- Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan and other relevant work plans;
- Prepare the budget of a new cost proposal, training, and other sub-project activities;
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project;
- Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;

Sub-project Monitoring

- Ensure strong monitoring system of the sub-project through frequent field visits;
- Review external and internal audit report along with management letter of the sub-projects;

Administration and Procurement

- Ensure that the project procurement rules are complied with the sub-project procurement;
- Prepare and regularly update the procurement plan(s);
- Manage logistics and procurements;
- Verifying current inventory levels and keeping records to prevent inventory gaps;
- Overseeing the day-to-day administrative tasks.

Others Responsibilities

- Maintain the sub-project bank account and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with SMART-PMU ofPKSF regarding accounts and budget;
- Support internal audit section for internal audit and support external auditors with necessary information of the sub-project;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the NDP.

Educational Requirement: The ideal candidate should possess a minimum of a four-year undergraduate degree/ BCom.(pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

Experience Requirement:

- The candidate should have a minimum of four (4) years of work experience in financial management within a reputed organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).

Age: Age below or equal to 45 years

Additional Job Requirements:

- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

Salary Range:

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Job Location: Sirajganj

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before **06 September 2024** or requested to send the CV with a cover letter along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others to the to the Assistant Director (HR & Admin), National Development Programme (NDP), Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 on or before **06 September 2024**.

Please clearly state the name of the position applied for on the top of the envelope.

The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. Women are encouraged to apply; only the short-listed candidates will be called for interview.

Company Information:

National Development Programme-NDP
Address: NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj
Business: NGO