

Accounts and Admin Officer

SKS Foundation

Vacancy

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Job Context

SKS Foundation in partnership with ANDHERI HILFE, Germany and Co-Finance by BMZ is going to implement **Local Adaptation for Resilience Building (LARB) to Flood Affected Communities in Gaibandha** Project. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Will be responsible for budget control of the project as per financial plan.
- S/he will ensure that the bills and vouchers submitted and accepted by the project management are authentic and properly justified.
- Will maintain all books of accounts, inventory of the assets of the project with proper purchase documents, personnel files of the staff etc.
- Will prepare financial reports, financial statements as per donor requirement and submit following the agreed schedule,
- Will be responsible for any deviation in accounts and procurement policy.
- S/he will prepare fund requisition of the project, will be responsible for preparing the accounts reports as per schedule,
- S/he will arrange all necessary formalities consulting with Assistant Director-Finance of SKS Foundation for engaging external audit.

Employment Status

Full-time

Educational Requirements

- M Com/B Com/MBA/BBA.

Experience:

- 3 to 5 year(s)

Age:

- At most 40 years. Age may be relaxed for highly experienced Candidates.

Additional Requirements

- Experienced in maintaining cash book, ledgers and different registers related to accounts management, budget preparation; procurement; inventory management; logistic support; VAT/Tax; financial reports and documentation.
- Computer (MS Office) skill is essential.
- Should have good understanding on financial management basic principles and rules.
- Should have experience in preparing monthly, quarterly, annual financial reports and statements.
- Proficiency in MS Office applications, particularly Word, Excel and PowerPoint.

Job Location

Gaibandha

Salary

- Salary BDT. 36,500- 38,896 (Monthly)
- Others benefits will be as per project budget provision.

Compensation & other benefits

- T/A, Mobile bill, Weekly 2 holidays

Read Before Apply

Interested candidates are requested to send their application along with Curriculum Vitae (pdf copy) with two referees to hr@sk-sbd.org or recruitment.skshr@gmail.com by **15 September 2026**. Only short-listed candidates will be called for interview. Women are especially encouraged to apply.