

Senior Officer- Finance & Admin

Vacancy

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Job Context

SKS Foundation in partnership with Save the Children is implementing the Project of Promotion of Maternal and Newborn Health (MAMOTA) Project in Gaibandha District. Following Vacant positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Assist and take lead role in developing cost effective and efficient budget and share with SKS MAMOTA project staffs
- Ensure maintain SKS Foundation financial and admin policies and manuals in implementation of MAMOTA project,
- Field visit to monitor and verify the financial expenses,
- Monitor the approved budget, share and guide project management as well as the field staffs for effective internal control.
- Ensure the financial reporting in time or on demand of SCI, donor agency,
- Required to maintain accurate and up-to-date accounts for all activities and ensure the systems, practices and culture for transparent financial record-keeping
- Adequate preservation of financial documents throughout the contract period.
- Completion of financial audit by external audit team
- Up to date preservation of staff information and related documents
- Prepare monthly/quarterly and annual financial reports following the project guideline and ensure submission in time.
- Ensure guideline, compliances of SCI in admin, financial management of the project.
- Guide Assistant Finance and Admin Officers at Upazilas for proper financial management of the project,
- Coordinate with SCI counterpart finance person for quick decision, suggestion and for better financial management activities of SKS MAMOTA Project,
- Sr. Finance and Admin Officer will not be involved in procurement process, however, will guide procurement committee to follow procurement policy of SKS Foundation and preserve all relevant documents,
- Ensure inventory of project assets, furniture, fixtures and update regularly.
- Ensure timely plan for procurement and complete all procurements comply with financial guidelines.
- Supervise the administrative issue in the project.
- Supervise the responsibilities of Support Staffs at project office.
- Preserve all relevant documents consulting with Project Coordinator,
- Plan effectively for security of the office. Ensure security of project assets and properties.
- Arrange, plan and ensure UHFWC visit for cross check stock, medicine registers,
- Prepare quarterly/annually budget, fund request following the guideline and ensure submission to SCI in time.

Employment Status

Full-time

Educational Requirements

- M.Com in Accounting.
- MBA in Accounting
- MBS in Accounting.

Experience Requirements

5 to 6 year(s)

Additional Requirements

- At most 40 years
- Both males and females are allowed to apply.
- 5-6 years of working experiences in Accounts and Administration section in NGO/INGO. Relevant experiences 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.

Job Location

Gaibandha

Salary

Tk. 67,882/- (Monthly)

Compensation & other benefits

- Mobile bill, Tour allowance, Weekly 2 holidays
- Festival Bonus: 2 (Yearly)

Read Before Apply

Interested Candidates are requested to apply online to Deputy Director, HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within 14 April 2022 with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview.

*Photograph must be enclosed with the resume.

Apply Procedure

<https://www.sks-bd.org/index.php/career>

Application Deadline: **16 May 2026**

