

Administration and Finance Officer - PRODRIPTA Project

SKS Foundation

Vacancy

01

Job Context

SKS Foundation in partnership with **CARE Bangladesh** is going to **Promoting Disaster Ready Inclusive Preparedness towards Adaptation** Project from January 2022 to November 2024 in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Is responsible for supporting (PRODRIPTA/ প্রদ্রিপ্তা) Program in all administrative, financial and logistics operation in compliance with generally accepted accounting practices and CARE and MACP's Financial, procurement and Administrative Policies and Procedures.
- She will manage, all logistics and financial support to project staff for organizing/arranging different Workshop, Seminar, Training, Meeting and other deliverable event/activities with project participants/stakeholders as well as manage vehicle, inventory and administrative reporting system and formats as required.
- The incumbent will ensure day-to-day administrative operations for implementation of this project. She will review/manage expenses, budget related works in coordination with the Program Managers.
- She will prepare / revise project budget reports, monitor / review expenses and material resources.
- She will also responsible for financial reporting of the project and procurement of project materials.
- She will assist to conduct periodic and annual audits and facilitate external audits.

Employment Status

Full-time

Educational Requirements

- Bachelor / Masters degree preferable in Finance/Accounting

Experience Requirements

- At least 3-5 year(s)

Additional Requirement

- Both male and female are allowed to apply, females are highly encouraged to apply.

- Bachelor /or Master's Degree preferable in Finance /Accounting/ with 3-5 years' practical experience in relevant field. This

- Age at most 40 Years may be relaxed for the highly experienced person
- Proven skill in financial management, managing of donor funds, GAAP, GOB rules (VAT, Tax etc.) Donor rules and regulations etc.
- Skilled in budgeting, budget monitoring and review of project expenses.
- Sound and prompt in different program reporting as well as reconciliation of Program vs Financial Report.
- Clear concept on different procurement/payment procedure
- Strong safety and security awareness.
- Sound knowledge of Finance and Administration policies
- Proficiency in computer skills
- Excellent verbal and written communication skills in English
- Good understanding of MS Office applications.

Workplace

- Work at office

Job Location

Gaibandha

Salary

- Tk. 32,000 (Monthly)
- Others benefits will be as per Organization policy.

Published on:

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Job Summary

Published on: January 13, 2022

Vacancy: 01

Job Nature: Full-time

Experience: At least 3-4 year(s)

Job Location: Gaibandha

Salary: Tk. 32,000 (Monthly)

Application Deadline: 23 January 2022.

Read Before Apply Interested Candidates are requested to apply to Deputy Director, HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within 23 January 2022 with detailed CV including contact cell-phone number and two referees. Only shortlisted candidates will be called for interview. *Photograph must be enclosed with the resume.