

## VACANCY ANNOUNCEMENT

Village Education Resource Center (VERC) is going to implement a project titled '**Community-Based Child Protection Mechanism for the Children of Garment Workers in Bangladesh**' at Kashimpur Thana under Gazipur District. The project will be implemented with the support of '**Terre des Hommes Netherlands (TdH NL)**.' VERC is going to recruit the 'Accountant' for the mentioned project and the position will be based at Kashimpur Thana under Gazipur district

**Position Name** : Accountant

**Project Name** : Community-Based Child Protection Mechanism for the Children of Garment Workers in Bangladesh

**No. of Vacancy** : 1 (One)

### **Job Description / Responsibilities** :

Books of Accounts & Reporting: a) Check and ensure all bill voucher and finance documentations are made available on demand, b) Maintain up-to-date books of account, data entry and preserve all kinds subsidiary registers, c) Ensure all receipts and follow up of settlements of advances and evidences, d) Ensure all payments are charged into approved budget line, e) Ensure fund request, financial report and relevant documents are prepared in time, f) Maintain all kinds of banking transactions and associated tasks including bank reconciliation, g) Handling petty cash, filing of all vouchers.

- **Prepare Periodic Report and Budget Follow-up:** a) Prepare periodic (Monthly/Quarterly) budget variance analysis reports, b) Prepare and revise annual budget as per need, c) Ensured the expenditure are incurred and booked in accounts respective budget line, follow up and report to Project Manager, d) Review the budget variance (under/Overspent) in the Budget line item.
- **Administrative:** a) Introduce/execute/support organization's administrative rules & procedures, b) Preserve and update of personnel files and related documents, c) Ensure logistics and materials as per program/admin requirements, d) Ensure mechanisms and direct support to staff for workable office environments, e) Review the expenditure of project office operation.
- **Program support and Documentation:** a) Conduct field visit to examine the financial documents verification, provide feedback and support to financial dealings at major events, b) Ensure delivery of classified financial data to program and Line Manager, c) Follow up day to day expenses/financial operation and advice to improving the lack and internal control system, d) Preserve and maintain filing of all important financial documents, legal documents, staff financial contract, MOU, third party contract, financial information served to GO body, donor agreements, approved plan & budget, project proposal, bank information and audit reports, e) Maintain liaison with head office administration, finance and human resource departments.
- **Compliance:** a) Ensure scrutiny of budget request/bills/payment requests and availability of budget, b) Ensure that all policies and procedures are in compliance with donor and funding source policies, procedures, agreement clauses, along with organization's financial policies, c) Contribute opinion in improving internal control systems, financial discipline, transparency and accountability, d) Maintain current knowledge of government requirements and ensure compliance with tax regulations and other legal regulations, e) Review financial monitoring report and follow up the compliance.
- **Fixed Asset Management:** Ensure inventory and identification of fixed assets at office and expatriate location maintaining liaison with relevant department of head office, b) Reviews periodically inventory/stock management.
- **Assistance to Internal Financial Monitoring Team and Auditors:** a) Ensure all financial documentations are made available on demand of organizational financial monitoring team and external auditors, b) Response to audit queries and observation in consultation with Finance head of

the organization, c) Support to organization in executing and follow up audit recommendations.

- Requirement of Donor: a) Prepare the financial reports / statements maintaining the reporting schedule and provide other need-based financial statement as per requirement of donor through consultation with organization's Finance Head, b) Ensure the reimbursements are adjusted with proper account, c) Coordinating with the donor officials relating to financial matters
- Facilitate Tax & VAT deduction process: a) Ensure timely and proper deduction of vendor tax, VAT and personal tax, and deposit of taxes timely and preserve all relevant documents, b) Information update on tax and VAT deduction process.
- Others: a) Attend different project meetings and finance related meeting of donor, b) Attend capacity building training, orientation and events, c) Specific tasks assigned by organization's Finance Manager, d) Coordinate and cooperate with project staff and finance department for smooth project financial operation, e) Any other assignments of organization management.
- Employment Status:
- Full-time

**Tenure of Services Contract:**

- Three (3) years
- Six months' probation period. After successful completion of the probation period, based on performance of the staff and recommendation from the supervisor, the post may be continued till the project's lifetime.

**Educational Requirements:**

- Master's degree in Accounting or other relevant discipline.

**Age:** Age limit maximum 35 Years.

**Experience Requirements:**

- **Working Experience:** Must have at least 3 years of experience as an Accountant.
- **The applicants should have experience in the following business area(s):** Working experience in a National / International NGO.
- Work experience in a Child Rights based organization will give priority in the selection process.

**Additional Requirements**

- Able to work under pressure and willing to frequently travel to field areas of the Project area.
- Experience in Accounts keeping and Administration, Skilled in financial analysis Good writing and speaking skill in English and Bangla.
- Must be proficient in computer operation, particularly in MS-Excel, MS-Access, MS Word and MS-PowerPoint.
- Experience to drive a Motorcycle and have a valid motorcycle driving license will be considered as a special qualification.
- Candidate Attitude regarding Gender/PSEA & others policies and Code of conduct of the organization

**Note:** In case of candidates with more experience; age limit would be relaxed. Women and persons with special needs are equally eligible to apply for the said post.

**Job Location**

- Kashimpur Thana under Gazipur district

**Salary and other benefit:**

- Gross : Taka 25,000 - 26838/=
- 2 days weekend
- Office time, Annual Leave, Increment & other facilities will be applicable as per 'Recruitment and Human Resource Management Policy' of VERC.

**Apply Instruction**

Interested candidates are requested to apply with full confidence along with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers should reach the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 23 May 2023.

Md. Yakub Hossain  
Executive Director  
VERC