

VACANCY ANNOUNCEMENT

Name of Position: Accounts & Admin Officer

Village Education Resource Center is a voluntary organization registered with the NGOAB (Reg-133), MRA (Reg-01275-00523-00017) and Social Welfare department (Reg-Da-02282). VERC in partnership with the Manusher Jonno Foundation (MJF) is implementing a project titled "Community-based Resilience, Women's Empowerment and Action (CREA)". Recruitment against the following project position will be made for implementation of the project interventions:

Vacancy : 01 (One)

Job Description /Responsibilities

- Check/review of regular any expenditures for programs and field offices.
- Prepare vouchers for payment and update registers accordingly
- VAT & TAX payment & advances accordingly.
- Ensure compliance of financial policies & procedures.
- Maintain contact with banks and other counterparts.
- Prepare monthly bank reconciliation statements.
- Update Books of Accounts on regular basis
- Act as Custodian of Petty Cash (for field Office).
- Preserve invoices/vouchers in safe place.
- Maintain financial transaction on daily basis and report to the supervisor.
- Extend support to the program (cash, logistic etc.) by maintaining congenial and comfortable environment atmosphere among the field or project office.
- All time follow of the chain of command as per the organizational management.
- Supervise support staff and guard to manage transportation and others administrable procedure.
- Checking M/C logbook, maintenance and ensure other logistical supports for the project staff.
- In accordance with the project policies and strategies, ensure rental fee and other use of materials.
- Budget preparation, monitoring and analysis. Assist the Project Coordinator, prepare different reports & need-based documents.
- Assist in the preparation of monthly/quarterly and annual financial reports.
- Ensure that reporting deadlines are adhered to.
- Preparation of monthly fund request to HQ/Donor mentioning details of the requirement.
- Prepare financial report & submit timely to the VERC management & donor agency. Prepare the event budget breakdown as per approval of the project budget head.
- Ensure that local purchase and expenditure are done as per the organizational finance/purchase policy.
- Check all bills and vouchers within the team and forwarded to the Project Coordinator for necessary action.
- Maintain stock book, inventory, asset and other essential register properly and timely in effective manner.
- Prepare supporting documents for approval for payment to beneficiaries against cash for work or cash grant with any other support.
- Participate in the field office procurement of goods and services in accordance with the organizational procurement policies and procedures.
- Respond to auditors' queries.
- Take necessary measures on financial matter as per audit recommendations. Assist the Project Coordinator to prepare visit schedule.

Educational Requirements

Masters in Accounting/Finance from any Govt.-approved recognized university.

Additional Requirements:

- At least 02-03 years of relevant project experience.
- VERC reserves the right to cancel the recruitment process whole or in part without any assigning reason.
- Good verbal and written communication skills in English & Bangla.
- Ability to foster a cooperative work environment.
- Smart, energetic and willing to work under pressure.
- Basic computer skills with good knowledge on MS Office package.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.
- Women and persons with special needs are equally eligible to apply for the said posts.
- In case of candidates with more experience; age limit and educational qualification would be relaxed.
- Only shortlisted candidates will be invited to appear for the examination.

Salary Range : Monthly Consolidated Salary: 30,000.00-33,000.00 Taka . (Inclusive of all applicable taxes as per the govt. rules.)

Age Limit: 35 – 45 years

Interested candidates are requested to apply with a complete resume with two references highlighting details of experience and achievements, 02 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 01 April, 2023.

(Md. Yakub Hossain)

Executive Director

VERC

Name of jobs Portal: bdjobs.com

Date-23/03/2023