

VACANCY ANNOUNCEMENT (Re-Advertisement)

The Village Education Resource Center (VERC) is a national level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and Dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. With funding from Green Climate Fund (GCF) and Palli Karma-Sahayak Foundation (PKSF), VERC is going to implement a project “**Extended Community Climate Change Project – Drought (ECCCP - Drought)**” in selected 04 (Four) unions of Manda Upazila under Naogaon District. Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

Name of Position: Accounts cum MIS Officer – 01 (One Position)

Responsibilities:

Assist the PC in planning, monitoring, and supervising the implementation of project activities. Maintain accurate and complete financial records for the project, including income, expenditure, and asset management. Prepare and submit regular financial reports (monthly, quarterly, and annually) to the PC and PKSF Management. Ensure compliance with GCF & PKSF's financial policies and procedures. Process payments to project vendors and consultants timely and accurately. Manage payroll for project staff. Reconcile bank statements and other financial accounts. Develop and implement a robust Management Information System (MIS) for the project. Design and maintain databases for project data, including financial data, monitoring data, and project activities. Generate reports and dashboards to track project progress and performance against indicators. Provide data analysis and support to the PC. Liaise with partner NGOs and other stakeholders regarding financial and MIS systems. Perform any other duties assigned by the PC as per instruction from PKSF & VERC Managements.

Education and experience:

- A 04-year honours degree in a business-related field is required. Preference will be given to candidates with an honours degree in Accounting or Finance.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 03 years of experience in accounting and financial management, preferably in project accounting or an NGO setting.
- Experience with computerized accounting systems is essential.
- Knowledge of MS Office Suite (including Excel) is mandatory.
- Experience with MIS development and reporting is an asset.
- Strong analytical and problem-solving skills are essential.

- Excellent communication, interpersonal, and reporting skills are necessary.
- Proficiency in English and Bengali languages is essential.

Other qualifications:

- Understanding of PKSF's financial management procedures is an advantage.
- Experience working in climate change or development projects is an asset.

Age:

- Maximum 40 years.

Job location:

- Manda upazila under Naogaon district.

Salary and other admissible benefits:

- Monthly gross salary will be BDT 45,000/- (including all taxes).
- 02 (Two) Eid bonuses (50% of gross salary) and 01 (One) Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 2,000 per month is provided.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 09 May 2024. The VERC Management reserves the right to cancel the recruitment process whole or in part without any reason.