

# VACANCY ANNOUNCEMENT

## Name of Position: Accounts Officer- 1 Position

Village Education Resource Center (VERC) is a national level voluntary organization which is registered by the NGOAB (Reg-133), Social Welfare Department Reg-Dha-02282/89 and MRA (Reg-01275-00523-00017). RAISE project will be finance by PKSF. In order to recruit honest, enterprising and hardworking manpower for the mentioned position under the **Recovery and Advancement of Informal Sector Employment (RAISE) Project** on an urgent basis; applications are being invited from Bangladeshi citizens.

### Responsibilities:

- Maintain all books of accounts of the project and maintain bank accounts, cash management, manage register on fixed assets management, stock management, advance and reimbursement of cash, audit arrangements, Tax and VAT regulations in compliance with the project;
- Prepare budget and ensure all expenditure are in line with the budget, maintain disbursement, reconciliation and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006.
- Assist in preparing monthly, quarterly and annual financial reports and any other related reports as per project requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts and finance and
- Perform any other tasks as assigned by the management.

### Academic qualification:

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;
- Training in Financial Management will be treated as extra quality;
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skill of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills and
- Required to have excellent communication skills

### Working experience:

- At least 5 years of experience in accounts and finance related work in any reputed Organization.

### Additional qualification:

- Women and persons with special needs are equally eligible to apply for the said post.
- Qualified women are strongly encouraged to apply.
- VERC reserves the right to cancel the recruitment process whole or in part without assigning any reason.

### Age

- Maximum 50 years

### Duty Station

- Anywhere in Bangladesh

### Salary & Allowances:

Consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other Admissible benefits as per Project/organization rules. (Inclusive of all applicable Tax as per govt. rules)

Interested candidates are requested to apply with a complete resume with two references highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 23 July, 2024.