

**Name of Position: Assist. Admin & Finance 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-02282/89). VERC in partnership with UNICEF is implementing a project titled "Provision of Life-saving WASH Services to the Rohingya Refugee Population in Ukhiya and Teknaf Upazilas, Cox's Bazar District for Camp-8W". Recruitment against the following project position will be made for implementation of the project interventions. Based at Ukhiya, Cox's Bazar.

**Job Responsibilities**

- Assist the Admin & Finance for smooth financial operation of the project
- Prepare vouchers for payment and Entry in Ledger/software.
- VAT & TAX payment and disburse advances as per policy.
- Ensure compliance of financial policies & procedures.
- Communication with Bank and other relevant stakeholders.
- Prepare monthly Bank reconciliation statements.
- Update the books of accounts on regular basis.
- Preserve invoices/vouchers in safe place.
- Maintain the financial transaction on daily basis and report to the supervisor accordingly.
- Needs to support the program team (cash, logistic etc.)
- Maintain congenial and comfortable working environment atmosphere among the staff Members
- To arrange transportation and following other administrative procedure;
- Checking M/C logbook, maintenance and ensure other logistic supports to the project staff;
- Maintain all kinds of procurement related jobs as per guideline.
- Preparation of monthly receipts & Payments accounts as per requirements
- Ensure that procurement and expenditures are made as per organizational Financial/Procurement policy documents.
- Checking all bill/vouchers and forwarded those competent authorities for approval or necessary steps.
- Maintain the Inventory, asset and other required register properly and timely in effective manner.
- Participate in the field level procurement of goods and services tasks in accordance with organization procurement policies and procedures
- Respond to audit queries
- Take necessary measures on financial matters as per audit recommendations

**Educational Requirements**

- Masters, preferably in Accounting/ Finance/Management

**Additional Requirements**

- Minimum 2 years relevant work experiences.
- Excellent skills on report writing and speaking in English.
- Excellent skills using commonly used software MS Word, MS Excel, internet and email communication.
- Excellent communications skills.
- Works well under stress and meet deadlines
- Must have quick decision making and problem-solving capability.
- Candidate should have positive attitude regarding Gender/PSEA, Child Safe Guarding and Code of Conduct.
- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. women and persons with special needs are equally eligible to apply for the said post.

**Age limit:** Age limit maximum 40 Years.

**Job Location :** Ukhiya, Cox's Bazar.

**Salary Range:** Taka 45,000-50,000 and Others facilities will be applicable also based on available the project budget.

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(VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 28 November, 2024.