

Educo Bangladesh is looking for a ‘Finance and Administrative Officer’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 12 districts of the country. In 2021, Educo Bangladesh has 5 external funded and 11 internal funded projects.

Currently, we are looking for a ‘**Finance and Administrative Officer**’ to take lead in Finance and Administration part of the Project, ***Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox's Bazar, Bangladesh*** under Humanitarian Program.

Name of Position	Finance and Administrative Officer, Cox’s Bazar
Number of Vacancy	01
Job Location	Cox’s Bazar, Bangladesh
Report to	Project Manager
Contract Duration	Initially 01 Year. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
Working Conditions	The position is based at Cox’s Bazar, will require frequent field visit to Rohingya camps, host community and Country Office as per requirement.

Purpose	Engagement	Delivery
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Title	Finance and Administrative Officer
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Purpose	<p>The Finance and Administrative Officer, under the supervision of the Project Manager will be responsible for providing efficient financial data management for the achievement of the overall objective of the Project. S/he will work closely with program and support staff to ensure the day-to-day financial activities are implemented according to organization policy.</p> <ul style="list-style-type: none"> ▪ Process and manage the month end accounting closing process, ensure the accuracy and completeness of the ledger, sub-journals, cash count, bank reconciliation and all supporting documentation. ▪ Manage the project financial operations and financial reporting, provide guidance and technical assistance to financial management personnel. ▪ Ensure availability of complete and accurate financial documents, reports, schedules and other pertinent documents as needed during audit process or as needed by the organization/donor. ▪ Provide specialized process delivery in a specific administrative service procurement, travel, office services, ensuring consistency and timeliness of delivery. ▪ Preparation of all monthly, bi-monthly and annual financial reports, fund requisition, budget, FD-7, FD-2 and Local Government Report, FD-7 completion report etc. ▪ Ensure that project operations are in compliance with donor, Government and organization policies and procedures.
Engagement	<ul style="list-style-type: none"> ▪ S/he will closely work with Head of Humanitarian Program, Cox's Bazar, Project Manager, Head of Finance and Administration, Manager-Human Resources, Country security focal point and other staffs for smooth day-to-day payment process and sharing required financial and administrative data; coordinate with other Implementing PNGOs and liaise with Government officials regarding approval and fund clearance of the project. Regular monitor PNGOs expenses.
Delivery	<ul style="list-style-type: none"> ▪ S/he will ensure accuracy in the project financial executive and administrative compliance. S/he will check the documents make cheque requisition, assist to update monthly basis data entry in ERP system and ensure all the bank payment related document are documented properly. S/he will prepare budget , review financial report and conduct monitoring visit of PNGOs. Share scanned copy of financial documents to donors, financial report for donor, NGOAB and other Local government as required.

Job Summary:

The '**Finance and Administrative Officer**' will take the lead in Finance and Administration part of Project, Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox's Bazar, Bangladesh under Humanitarian Program. S/he will be responsible for providing efficient financial data management for the achievement of the overall objective of the Project. S/he will work closely with program and support to ensure the day-to-day financial activities are implemented according to organization policy.

Responsibilities			
Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Documents Verification	<ul style="list-style-type: none"> ✓ Checking the accuracy of the cost center of the bills before making cheque requisition. ✓ Checking the accuracy of the activity mentioned in the bills before entering the data into the execution template. ✓ Prepare monthly fund request of project. ✓ Manage the financial transactions in accordance with the organization's policies and procedures. ✓ Lead Process payments and bank reconciliations. 	20%

		<ul style="list-style-type: none"> ✓ Ensure proper deduction of VAT & Tax and prepare Tax and VAT challan. ✓ Work with project personnel, partners and stakeholders, communicate and promote the ongoing process and outcomes of projects, through appropriate channels. ✓ Collaborate with different departments and teams for managing and organizing different events relevant to advocacy, resource mobilization and outreach. 	
2.	Assist in ERP Accounting Data Entry	<ul style="list-style-type: none"> ✓ Assist in completing Monthly execution by entering data in the EPR Globe system within the specified time frame. ✓ Report generation from ERP Globe. ✓ Backs up important data files to secure storage system. 	10%
3.	Reporting	<ul style="list-style-type: none"> ✓ Prepare Donor Report ✓ Prepare fund request to Country Office ✓ Prepare financial statements for NGOAB audit and coordination to auditor ✓ Prepare FD7, FD2, fund clearance and annual report as per requirement of NGOAB. ✓ Share scanned copy of financial documents to donor 	20%
4.	Government Liaison	<ul style="list-style-type: none"> ✓ Assist and prepare FD7, FD2, fund clearance and FD7 final report as per requirement of NGOAB ✓ Maintain good relationship with DC, RRRC, UNO and Camp in-charge and others government Office. ✓ Any other task related to Government Approval. 	10%
5.	Partner Monitoring	<ul style="list-style-type: none"> ✓ Review monthly expenses report of PNGOs ✓ Prepare and review partner budget ✓ Review Partner fund request and ensure timely fund transfer ✓ Capacity building to partners through training and coaching ✓ Conduct financial monitoring visit to Partners and produce report ✓ Ensure compliance of policies and agreement of the partners 	15%
6.	Staff Management	<ul style="list-style-type: none"> ✓ Assist to partner to recruit finance and admin staff recruitment and interviews ✓ Prepare temporary staff/teachers appointment letter and Job descriptions. ✓ Engage in staff's capacity development and conduct staff performance appraisal and recommend remedial initiatives including staff development plans. ✓ Support to coordinate and manage Admin and Finance staff to achieve the set target and goals of the projects. ✓ Maintain employee records (attendance, Leave, Time Sheet data etc.) according to organization policy and legal requirements 	05%
7.	Office Administration	<ul style="list-style-type: none"> ✓ Assist in preparation of different agreement papers for office rent, vehicle rent etc. ✓ Ensure monthly office rent, vehicle rent and project consultancy fee payments processing. ✓ Provide administrative, logistical, and procurement support to the project team, including the establishment of an office, transportation arrangements, and the ongoing operations 	20%

	<ul style="list-style-type: none"> ✓ Process audit hiring in accordance with government and donor requirement, ✓ Ensure operation of Procurement and logistical system according to policy guidelines. ✓ Ensure staff safety and security, custody and maintenance of Office Computer & Accessories, Furniture and equipment ✓ Ensure staff vehicle support, Air ticket and accommodation booking. ✓ Ensure maintenance of up-to-date register of assets. 	
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Perform responsibilities defined by organization/management as and when required.

Core Values:
 Social Commitment
 Equity
 Respect

Core Principles:
 Participation
 Non-Discrimination
 Transparency
 Dynamic Spirit

Education:
 Post-Graduation in Finance/ Accounting/ Accounting and Information Systems.

Experience and Requirements:

- ✓ 3-4 years of working experience in Finance/Accounts department, preferably in a National/ International NGO.
- ✓ Required experience in accounting software, budget management, Reporting, Documentation, FD-7 & FD-2 preparation etc.
- ✓ Experience in project management related to child rights, child protection in emergency (CPiE), education in emergency
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks under pressure and to understand the situation and act accordingly as well as promptly
- ✓ Capacity to balance work-life
- ✓ Excellent Team Spirit, Proactive and Empathetic
- ✓ Resourcefulness, initiative, and maturity of judgment

Language:

- Position requires both English and Bangla at advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Knowledge on Finance and Administrative Procedure
- Knowledge on Accounting Software (ERP Globe)
- Country's Tax and Value add Tax related laws.
- High computer literacy with a full knowledge of office applications
- Understanding on Child rights and protection
- High computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Bangla Bijoy Typing etc.
- Knowledge on local language (Cox's Bazar) will be considered as advantage
- Excellent analytical skills and decision-making capacity
- Excellent interpersonal and intercultural communication skills

Salary and Benefits:

Monthly **Consolidated** Salary is **BDT 89,905/- (Taka Eighty-Nine Thousand Nine Hundred and Five)** only.
Plus: Insurance and mobile allowance as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

Instructions to Apply:

- 1) Two referees (non-relative) must be mentioned in CV; one must be your latest supervisor
- 2) CV must contain Recent Photograph
- 3) Please go through the job contents carefully before applying

Interested candidates only who meet the requirements are requested to apply through below link

[Apply Online](#)

Application Deadline: December 13, 2021

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy** and **Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**