

Educo Bangladesh is Looking for a ‘Assistant Officer – Finance and Administration’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-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 10 districts of the country. Currently Educo Bangladesh has 6 external funded and 9 internal funded projects.

Currently, we are looking for an ‘Assistant Officer – Finance and Administration’ who will contribute in smooth Financial and Administrative operations by maintaining all the guidelines and compliance of different Humanitarian Projects at Cox’s Bazar area.

Name of Position	Assistant Officer – Finance and Administration
Number of Vacancy	01
Job Location	Educo Cox’s Bazar Office
Report to	Coordinator – Finance and Administration
Contract Duration	Up to December 31, 2022; with high possibility of extension based on satisfactory performance, projects requirement and availability of fund.
Working Conditions	The position is based at Humanitarian Projects in Cox’s Bazar Office but needs visit fields and to maintain relations with different offices in relations to government liaison.

Purpose	Engagement	Delivery
Title	Assistant Officer – Finance and Administration	

Purpose	<p>The Assistant Officer – Finance and Administration, under the direct supervision of the Coordinator – Finance and Administration of Humnatarin Projects will be responsible for providing efficient financial data management for the achievement of the overall objective of the organization, will work closely with program to ensure the day-to-day financial activities are implemented according to organization policy.</p> <ul style="list-style-type: none"> ▪ Act in a clerical role supporting transactions through consistent application of established financial process and procedures. ▪ Prepare cost allocation and payment request with proper supporting documents. ▪ Maintain daily basis cash book, petty cash, and Stock register. ▪ Provide logistics support for meeting/seminars/workshops including arranging for transportation. ▪ Verify quality and quantity of goods and services delivered by suppliers are consistent with agreements/purchase orders/contracts. ▪ Execute transactions related to settlement of payment for office utilities, securing office permits and licenses, keeping the record of fixed assets issued to the staff, ensuring adequacy of office supplies and materials, ▪ Act on request, provide timely information and communicate co-employees and supervisors on the process and guidelines to support the execution of transactions in an efficient and transparent manner. ▪ Work closely with project team member to build cooperative relationships in ensuring consistent quality standard in financial/accounting processes, documents and reports are done correctly. ▪ Ensure that project operations are in compliance with donor and organization policies and procedures.
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Engagement	<p>S/he will be closely working with Coordinator- Finance and Administration, Head of Humanitarian Projects, Project Manager and other staffs for smooth day-to-day payment process and sharing required financial and administrative data. Assist to Coordinator- Finance and Administration for monitor PNGOs expenses, Support to the Coordinator- Finance and Administration for admin and finance related work and providing technical support/advise to the program team if required.</p>
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Delivery	<p>S/he will assist to Coordinator- Finance and Administration for ensure accuracy in the project financial executive and administrative compliance; S/he will prepare the documents make cheque requisition, assist in preparing and submitting financial reports, Internal and External audit, Assist to Coordinator- Finance and Administration in Liaison for processing and follow-up of administrative processes for FD7 application, approval, implementation, FD7 Completion Certificate and reporting requirements. Assist to Procurement team in initiating procurement as per the manual.</p>
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Job Summary:

The Assistant Officer – Finance and Administration, under the direct supervision of the Coordinator – Finance and Administration of Humanitarian Projects will be responsible for providing efficient financial data management for the achievement of the overall objective of the organization. This position will work closely with program 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. ▪ Assist to prepare monthly fund request of project office. ▪ Assist the Partner organization to manage the financial transactions in accordance with the organization’s policies and procedures. ▪ Participate in preparing financial reports as per required. ▪ Lead Process payments and bank reconciliations. ▪ Ensure all journal vouchers are complete, accurate, and relevant. ▪ 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. 	40%
2.	Partner Monitoring	<ul style="list-style-type: none"> ▪ Assist to review monthly expenses report of PNGOs ▪ Assist to prepare and review partner budget ▪ Assist to review Partner fund request ▪ Assist to conduct financial monitoring visit to Partners and produce report 	20%
3.	Reporting	<ul style="list-style-type: none"> ▪ Assist to prepare Donor Report ▪ Assist to prepare fund request to Head Office ▪ Assist to prepare financial statements for NGOAB audit and coordination to auditor ▪ Assist and prepare FD6, FD2, FD3, fund clearance and annual report as per requirement of NGOAB. 	20%
4.	Office Administration	<ul style="list-style-type: none"> ▪ Ensure Monthly utility bills payments processing such as (electricity, water, telephone, security, repairs& maintenance). ▪ Ensure logistical support of office. ▪ Communication with the departments in order to make required correction in the bills. ▪ Communicate with different vendors for cheque handover. 	20%
Perform any other responsibilities defined by organization/management as and when required.			
<u>Core Values:</u> Social Commitment Equity Respect			
<u>Core Principles:</u> Participation Non-Discrimination Transparency Dynamic Spirit			
<u>Education:</u> Post-Graduation/Graduation in Finance/ Accounting/ Accounting and Information Systems.			

Experience and Requirements:

- ✓ **02 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
- ✓ Having work experience on Child protection, Education, Gender, Youth, Community Engagement, Communication, ECD etc. related projects
- ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks based on the situation/requirement
- ✓ Capacity to deliver job timely and balance work-life
- ✓ Resourcefulness, initiative, and maturity of judgment
- ✓ Positive attitude, sensible and good understanding of gender
- ✓ Excellent Leadership Skills, Proactive and Empathetic
- ✓ Excellent interpersonal, analytical and problem solving capacity

Language:

- Position requires both English at Intermediate level 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.

Salary and Benefits:

Monthly Consolidated Salary is **BDT. 58,652 (Taka Fifty-Eight Thousand Six Hundred and Fifty-Two only)**. This position will be entitled for Mobile Allowance and Insurance benefits as per Educo HR Policy. No other benefits will be applicable.

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 non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

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

Application Deadline: June 11, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Now](#)

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 determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo 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, Anti-fraud and Corruption 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 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.**