

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 8 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 at the project- **“Strengthening the capacity of those displaced by disasters and climate-related causes to cope with adverse situations”** based at Satkhira.

Name of Position	Assistant Officer – Finance and Administration
Number of Vacancy	01
Job Location	Satkhira, Bangladesh
Report to	Coordinator – Climate Change and DRR
Contract Duration	Up to June 30, 2024
Working Conditions	Major part of the job will be in Satkhira and occasionally require visiting project areas and Country Office.

Purpose	Engagement	Delivery
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Title	Assistant Officer – Finance and Administration
Purpose	<p>The purpose of the “Assistant Officer - Finance and Administration” position is to ensure Finance and administrative support and manage financial aspects of Educo’s Project Office in Satkhira to ensure smooth operation of the project with the direct supervision of Coordinator-Climate Change and DRR and technical supervision of Head of F&A. Assist the finance team by providing efficient financial data management through ERP for the achievement of overall objective of the project and organization.</p>

Engagement	<ul style="list-style-type: none"> ▪ Closely work with Coordinator-Climate Change & DRR and other staff for smooth day-to-day payment process and sharing of required financial data and administrative support. ▪ Deal with external vendors for various types of payment.
Delivery	<ul style="list-style-type: none"> ▪ Check the documents make cheque requisition, update monthly basis data entry in ERP system and ensure all the bank payment-related documents are documented properly. ▪ Ensure all administrative support that includes office management, transportation, bank transaction, office security etc.

Job Summary:

The Assistant Officer – Finance and Administration, under the direct supervision of the Coordinator – Climate Change and DRR 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	%
01.	Documents Verification	<ul style="list-style-type: none"> ▪ Voucher preparation and 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. ▪ Manage the financial transactions in accordance with the organization’s policies and procedures. ▪ Prepare financial reports to submit to Educo and donor ▪ Ensure all vouchers are complete, accurate, and relevant. ▪ Ensure proper deduction of VAT & Tax and prepare Tax and VAT challan. ▪ Maintain bank book and prepare monthly bank reconciliation statements 	50%
02.	Assist in ERP Accounting Data Entry	<ul style="list-style-type: none"> ▪ Complete Monthly execution by entering data in the EPR Globe system within the specified timeframe. ▪ Report generation from ERP Globe. ▪ Backs up important data files to a secure storage system. 	20%
03	Office Administration	<ul style="list-style-type: none"> ▪ Ensure monthly office rent, vehicle rent and project ▪ Provide administrative, logistical, and procurement support to the project team, including the establishment of an office, transportation arrangements, and the ongoing operations ▪ 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 maintenance of the up-to-date register of assets 	20%

04.	Reporting	<ul style="list-style-type: none"> ▪ Assist to prepare Donor Report ▪ Assist to prepare monthly tax statements, withholding tax statements, statements U/S 108 and 108A ▪ Assist to prepare fund requests to Head Office/donor. ▪ Assist and prepare FD6, FD2, FD3, fund clearance and annual report as per the requirement of NGOAB 	10%
Perform any other responsibilities defined by organization/management as and when required.			
<p><u>Core Values:</u> Social Commitment Equity Respect</p>			
<p><u>Core Principles:</u> Participation Non-Discrimination Transparency Dynamic Spirit</p>			
<p><u>Education:</u> Post-Graduation/Graduation in Finance/ Accounting/ Accounting and Information Systems.</p>			
<p><u>Experience and Requirements:</u></p> <ul style="list-style-type: none"> ✓ 02 to 03 years of working experience in Finance/Accounts department, preferably in a National/ International NGO ✓ Required experience in accounting software, budget management, Reporting, Documentation, FD-6, FD-3 & FD-2 preparation etc. ✓ Having work experience on DRM, Child protection, Education, Gender, Youth, Community Engagement, Communication, ECD etc. related projects will get preference ✓ 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 			
<p><u>Language:</u></p> <ul style="list-style-type: none"> ▪ Position requires both English at Intermediate level and Bangla at Advanced level. Excellent communication skills, both verbally and in written. 			
<p><u>Knowledge and Skills:</u></p> <ul style="list-style-type: none"> ▪ Knowledge on Finance and Administrative Procedure ▪ Knowledge on Accounting Software (ERP Globe) ▪ Country's Tax and Value add Tax related laws ▪ Understanding on Child rights and protection ▪ Good computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Bangla Bijoy Typing etc. 			

Salary and Benefits:

Monthly Gross Salary is **BDT. 29,460 (Taka Twenty-Nine Thousand Four Hundred and Sixty only)**.

Plus: PF (10% Contributory), Gratuity, 02 Festival Bonuses, Insurance, and others admissible benefits 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 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 25, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Online](#)

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.