

## Finance Officer

### Jagrata Juba Shangha (JJS)

#### Vacancy

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#### Job Context

- Project : Protection of Child from sexual abuse and drug addiction Project supported by kindernothilfe (KNH)
- Project period : Two years (July 2019 to December 2020)
- Travel allowance : Actual
- Closing Date : 5 pm, Friday, 26 July 2019
- Desirable Criteria : Accounts management, Budget preparation, financial report preparation, Cash management, Stock management, knowledge about VAT and Tax.

#### Job Responsibilities

- All transaction following the standard procedure of the Manual approved by the authority and prevailing best practice.
- Receipts of all the income including foreign remittance, local income and sale proceeds of assets.
- Account for all transactions following double entry system.
- Preparation all necessary books of accounts and supporting register following the Manuals of the organizations.
- All pay fixation, increments and auxiliary works upon approval of the Executive Director.
- Processing and passing of salary and allowances of the employees.
- Processing staff advance and adjustment of the advances.
- Take necessary initiative regarding VAT and Tax management as per govt. Rules.
- Preparation of monthly, quarterly, six monthly, annually financial statements.
- Ensure the qualitative and correctness while preparation of financial statement within the time frame.
- Preparation of the bank reconciliation statement in every month
- Cost reimbursement of store and consumable items.
- Necessary arrangement for depreciation of fixed assets.
- Security of cash and bank balances.
- Assist the Director, finance as per his/her requirement.

- Assist; facilitate the external auditor in preparation of audited books of accounts.
- Any other relevant functions as instructed by senior management.

### **Employment Status**

Contractual

### **Educational Requirements**

- Educational Qualification : Masters in Accounting
- Desirable Criteria : Accounts management, Budget preparation, financial report preparation, Cash management, Stock management, knowledge about VAT and Tax.

### **Experience Requirements**

- At least 5 year(s)

### **Additional Requirements**

- Age at most 40 years
- Only females are allowed to apply
- Minimum 5 years working experience of finance and accounts management in reputed NGOs

### **Job Location**

Khulna

### **Salary**

Tk. 30000 (Monthly)

## **Read Before Apply**

**\*Photograph must be enclosed with the resume.**

## **Apply Procedure**

Send your application to [jjshrdinfo@gmail.com](mailto:jjshrdinfo@gmail.com)

or

If you are interested and meet the criteria, please enclose and read the instruction carefully as missing of any one is considered disqualification for the position:

CV with two valid references and clear information oriented (requested to prepare the CV not more than three (04) pages).

Cover letter briefings with his/her competencies for the position and one recent Photograph. Photocopies of academic and experience certificates, National ID, valid driving license (If any), release order form last employer (not more than one month old) etc. Requested to submit the documents on the day of appointment not to send via mail. Candidates are requested to send only CV and Cover letter via mail.

Candidates must mention the name of position on the subject line on email and top of the envelop along with full address and valid contract number to: Coordinator Admin & HRD, Human Resource Department, JJS, Khulna Office, 35 /8 TB Cross Road, Khulna-9100 on or before 5 pm, Friday, 26 July 2019.

Application Deadline : **July 26, 2019**