



Vacancy Title	Accounts & Admin Officer
Number of Vacancies	1
Working Place	Satkhira, Cox's Bazar & Anywhere in Bangladesh

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Maintain books of accounts, ensure financial transactions and payment process-	<ul style="list-style-type: none"> Maintain books of accounts such as cash book, ledger, stock register, preparing vouchers, and recording transactions into accounting systems/books of accounts as per IRB finance manual. Maintain necessary office records, files, documents, MOU, agreements, lease agreements etc. and track/preserve those documents safely, securely and systematically. Checking bills/invoices of project staff/suppliers/vendors/contractors/consultants etc. and arranging for payment. Prepare Cash Payment Vouchers for the payment process based on bills/invoices and other associates' documents. 	20%
Ensure policies procedures, Govt. rules and donor compliance	<ul style="list-style-type: none"> Ensure appropriate calculation, deduction and deposition of Tax and VAT at sources while paying suppliers payment as per govt. rules. Ensure applicable govt. and local laws, revenue stamps, NGOAB requirements, IRB policies and its donor compliance. 	10%
Handling cash and bank transactions & operations	<ul style="list-style-type: none"> Prepare Bank Payment Vouchers and cheque writing, maintain cheque issue register, cheque leaf log register, and obtain signatures from authorised Bank/Cheque signatories. Perform all sorts of Banking tasks, assist with Bank account opening, closing, signatories changing, Bank statement collection, Bank reconciliation statement, cash reconciliation statement preparation and other relevant tasks as and when required. Perform daily petty cash management and cash count sheet. 	20%
Project Management, Finance and Operations Support	<ul style="list-style-type: none"> Assist Project Manager/Project In-Charge at the field office in preparing budget, financial reports, variance analysis of budgets, queries and feedback to program staff(end-user)/other relevant activities/programs and events. Assist project staff in preparing and submitting cash advance requests and advance adjustment packages to the IRCO Finance Department following the appropriate templates, and deadlines as per IRB finance manual. Ensure to carry cash to the distribution points/fields for training/workshop/cash for work/relief/cash grants etc. Ensure Master Roll preparation, obtain signatures from beneficiaries, person engage with distribution, review and approval etc. and submit with associate's documents to IRCO Finance Department. Assist/provide backup support to the IRCO Finance Department as and when required. Perform any other duties assigned by the management. Participate/attend/contribute to Ramadan and Qurbani program activities at the field level, assist program staff for advance and adjustment of Ramadan and Qurbani Program costs if any. 	20%
Reporting	<ul style="list-style-type: none"> Based on approved activities/plan and budget, prepare and submit field office/project office monthly fund/cash advance request to IRCO Finance Department by the 10th of each month. Ensure close of the month-end accounting transactions, verification of receipts and payments closing balances records etc. 	20%

	<ul style="list-style-type: none"> Prepare and submit field office monthly cash flow and financial reports/statements to the IRCO Finance Department by the 5th of each month. Prepare and submit field office monthly MC/Vehicle log sheet/report to the Operations Department. Maintain stock and Assets/Inventory list/register, physical count, verification and periodical report to IRCO Finance Department. 	
Participation, Documentation and Archiving	<ul style="list-style-type: none"> Participants in the procurement committee meetings/checking quotation, financial strength of the vendor, GoB Tax/VAT issue, Valid trade license, CS Calculation etc. before signing on CS(if any). Periodic field visits/project sites/ beneficiaries during cash and materials distribution time. Ensure periodic partner visits, and conduct financial and compliance monitoring/review of partners' financial documents, bills/invoices/vouchers, reports and others. Preserve financial documents/vouchers/files/MOU, agreement, lease agreement etc. in a safe place according to the IR, B archive policy. 	5%
Others	<ul style="list-style-type: none"> Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities. Support in the procurement of materials like requisition, follow-up etc. Facilitate donor/external visits and ensure that recommendations of visitors are addressed. Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection & PSEA Policy and respond accordingly as and when required. Willing and able to travel frequently for extended periods and to remote areas of the projects. Perform any other duties assigned by the Supervisor. 	5%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Masters	Accounting / Finance	
Sectoral Experiences	Minimum Years	05
	Sector	Experience in working with: <ul style="list-style-type: none"> Finance, Accounts & Compliance.
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill		√
Social Mobilization Skill		√
Facilitation Skill	√	



Coordination/Advocacy/Networking/Communication Skill	√	
Reporting & Documentation	√	
Monitoring & Evaluation Skill	√	
Basic Photographic Skill/ AutoCAD/ Design/drawing		√
Financial management	√	
Decision making	√	
Conflict resolution	√	
Leadership	√	
Self-development	√	
Problem-solving	√	
Planning, analytical and organizational skills	√	
Strategic Management		√
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and a good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values	√	
IT Skill: Working knowledge/Proven Expertise of Microsoft Word/ Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Working knowledge of Microsoft Word/ Excel/PowerPoint	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali	Working knowledge- Reading/Writing/Speaking/ Listening for English & Bengali	
Physical: No serious illness	√	

APPLY INSTRUCTION:

If you feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website (islamicrelief.org.bd) and send the filled form to recruits@islamicrelief-bd.org on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Interviews are expected to take place on an ongoing basis and the vacancy may close earlier than the above closing date).** Only shortlisted candidates will be contacted for a selection Test.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**