

Vacancy Announcement for the position of Admin cum Accounts Officer

Job Title:	Admin cum Accounts Officer
Project Name:	Investment component of Vulnerable Group Development Programme (2nd Phase)
Duty Station:	Khulna division
Duration of Appointment:	1 year
Expected Starting Date:	As soon as possible

ABOUT Program

Investment Component for Vulnerable Group development Programme (2ndPhase) project is one of the social safety net projects funded by World Food Programme (WFP) which will be implemented in seven rural and one urban Upazilas of Bangladesh. The overall programme objective is to achieve specific nutrition outcome for children by implementing nutrition sensitive social protection programme envisioned in National Social Security Strategy (NSSS) of Bangladesh. The project will be implemented in collaboration with the Ministry of Women & Children Affairs (MOWCA) of Bangladesh Government. Uttaran will work as strategic partner providing required technical assistance and overall implementation support to implementing NGOs at field level.

Uttaran is an NGO working Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged community people. Uttaran is a people centered organization using a rights based approach to alleviate poverty, diversify livelihood opportunities and empower poor communities of Bangladesh.

Scope of the Work

An **Admin cum Accounts Officer** will be responsible for the following tasks:

Responsibilities	Key roles
1. Accounts maintenance & Financial report preparation for internal and WFP reporting	<ul style="list-style-type: none"> Analyze and ensure charging following all budget information and chart of accounts. Prepare, maintain & update books of accounts (Voucher, Cash book, bank book, ledger etc.) Preparation of monthly, quarterly, semi-annually and yearly cash financial reports (Income expenditure reports, balance sheet, bank reconciliation, cash flow etc.). Preparation other on-demand reports as requested by WFP. Maintain the records and documents for Audit facilitation.
2. Cash Transfer activity management & Reporting	<ul style="list-style-type: none"> Assume responsibility in general for the proper management of cash transfers and in particular ensuring disbursements, receipts and custody of cash under the planned activities are in line with established guidelines; ensures appropriate internal control are in place. Monthly and yearly fund request preparation and submission to WFP according to Budget allocation Maintain appropriate records, reports and necessary documents relating to the cash transfer activities in the area. Provide a variety of statistical information as appropriate. Surprise Field visit to cross check Cash distribution.
3. Ensure that all the financial activities under the ICVGD project areas are completed in time	<ul style="list-style-type: none"> Arrange funds for ICVGD project activities Prepare contracts for ICVGD project activities Ensure payments to vendors for ICVGD project activities Track ICVGD project expenses for central reporting

4. Expense monitoring to ensure proper utilization and proper charging of the expenses	<ul style="list-style-type: none"> • Prepare expense analysis and review with program management team and provide feedback/recommendation on deviation. • Track advances and accrual for timely adjustment. • Provide ICVGD project expense report in WFP provided reporting format. • Clarify queries of ICVGD project management team on charged expenses. • Arrange payments to the respective vendors
5. Internal Control, Asset Management & Logistics	<ul style="list-style-type: none"> • Initiate, develop and adapt effective internal control system • Maintains Administrative control records such as commitments and expenditures; initiate and process administrative action relating to travel arrangements, payments, procurements and delivery of equipment, supplies of inventories. • Set up, classify and maintain appropriate files in the office. Ensure proper supplies of materials; manage office premises, vehicles and inventories. • Vendor enlistment and relevant contract preparation • Provide assistance to all staff; manage entitlements and benefits, including travel claims, leave, etc in line with Field Level Agreement (FLA). • Keep all relevant documentation and updated records of all transactions according to FLA • Perform other related duties, as required.

Any other additional activities as per organizational (NGO/GOB/WFP) needs.

Degree of expertise and Qualifications

- Maximum 45
- University Degree preferably in Business Administration, Economics or related field.
- At least 5 years of experience in account management and admin section in development projects implemented by national/international NGOs/UN bodies/ Government
- In-depth knowledge on financial management and accounting issues
- Experience in designing financial formats and production of reports

Reporting & Supervision

- The Admin cum Accounts Officer, will work under the direct supervision of Program Manager of the organization.
- He/ She will work closely with the staffs of the ICVGD project

Salary

Monthly gross salary BDT. 30,000/-

Compensation & Other Benefits

As per project design.

Application Process

Please send your resume/CV with photograph along with a cover letter showing your suitability for the position latest by 21 November, 2019 addressing to The Director of Uttaran, Regional Office, Tala, Satkhira. Application should be sent via courier/postal services. Please mark the position applied for on the envelope. Women and indigenous people are especially encouraged to apply. Any

canvassing will result in disqualification. Only short listed candidates will be contacted for interview.

Company Information



Uttaran

House # 32 (Flat-B1), Road # 10/A, Dhanmondi, Dhaka-1209.

Web: www.uttaran.net