

No. of Vacancies: 01

Job Description / Responsibility

A. Finance

- To ensure compliance of HSI-Financial Procedures in the operation and financial management.- To carry out daily financial transactions and ensure that the transactions are properly recorded in Banana Accounting Software.
- To carry out extensive field visit for providing financial & administrative support to program personnel
- To prepare all documents which is required as proof for accounting and auditing regarding any financial transaction.
- To prepare all valid documents regarding cash transfer, assets transfer to targeted beneficiaries and assist to FAO to - record properly as well as inputs in BANANA Accounting Software.
- To prepare staff salary and allowances, and other payments are made to project staffs on timely basis. To carry out regular field visits to partner organisations to review compliance of financial management and provide technical supports.
- To do internal audit project and partner.
- To ensure GoB VAT and Tax compliance for staff benefits, procurement of goods and services and in other areas as applicable.
- To maintain liaison and regular contract with program personnel regarding financial and administrative matter.

B. Administration

- To ensure compliance of HSI-Administrative Procedures in the operation and management.- To ensure safe, reliable and efficient vehicle management for project's staff.- To establish asset and store management system at the project and at partner organisations level.
- To ensure efficient and reliable procurement of goods and services in a transparent and accountable manner.
- To provide all logistic supports for meeting, workshop, training & orientation for project.

C. Human Resources

- To ensure compliance of HSI-Personnel regulations in the staff management.
- To provide support in the staff recruitment and appointment.

- To establish proper documentation of staffs' personal files and leave records.
- To manage staff benefits as per employment contract.

Others: To provide various supports in the implementation of project.

Educational Requirements

Preferably Masters or equivalent degree in finance/ accounting, administration or related subject. In case of graduate, highly experienced candidate may consider.

Experience Requirements

At least 3 year(s)

The applicants should have experience in the following area(s):

- Accounts, Administrative
- The applicants should have working experience in NGOs

Additional Job Requirements

- Sound knowledge and experience on financial management and administrative procedures
- Conceptual understanding of procurement and asset management
- Good communication and negotiation skill
- Good command over written and spoken English
- Excellent skills in computer operation specially in MS Office and in Accounting software
- Willing to undertake duty travel outside workstation
- Strong commitment to work under pressure

Relevant information

- Contractual Terms
- Good compensation package in line with the HSI pay structure
- Expected date of joining: immediately.

Job Level : Junior Level Job.

Job Location: Sunamgonj

Apply Instruction

Interested candidates are requested to send their application with filled up Applicant Information Form (that is available in HSI Bangladesh web site:<http://www.helvetas.org/bangladesh> then please go to About Us/Job Opportunity) before 5 pm of Thursday, 2 January 2014 to recruitmentbd@helvetas.org. Please note that we will not accept any application without HSI applicant information form.