

## **Job Opportunity: Finance and Admin Officer**

### **MAP-CDRFI Project (Funded by BMZ)**

Implemented by **CARE Bangladesh & AOSED**

AOSED as local implementation partner, in collaboration with CARE Bangladesh, is seeking a highly motivated **Finance and Admin Officer** for the **MAP-CDRFI Project**, operating in **Sharonkhola and Tala Upazila** of **Bagerhat and Satkhira Districts**.

### **Position: Finance and Admin Officer (Part-Time)**

#### **Key Responsibilities:**

- **Financial Management & Reporting:** Maintain accurate financial records, prepare budgets, and ensure compliance with donor and organizational guidelines.
- **Accounting & Software Management:** Manage accounts using **Tally (mandatory)**, process payments, and reconcile bank statements.
- **Project Budget & Expense Tracking:** Monitor project expenses, ensure proper fund utilization, and prepare financial reports.
- **Donor & Partner Coordination:** Communicate with donors, prepare financial reports as per donor requirements, and ensure timely fund disbursement.
- **Administrative Support:** Manage office operations, procurement, logistics, and documentation.
- **Compliance & Audit Support:** Ensure financial compliance with relevant laws, organizational policies, and donor requirements; assist in internal and external audits.
- **Field Visits & Monitoring:** Conduct field visits in project areas to oversee financial activities and provide administrative support.

#### **Key Qualifications:**

- ✓ **MBA in Accounting/Finance** from a reputed university
- ✓ **Minimum 10 years' experience** in the NGO sector in Bangladesh
- ✓ **Strong experience in project management and donor communication**
- ✓ **Proficiency in Tally (Accounting Software) is mandatory**
- ✓ **Excellent financial reporting and administrative skills**

#### **Work Station:**

- **Based in Khulna** with field visits as required

#### **Compensation & Benefits:**

- 💰 **Salary:** Negotiable
- 📊 **Increment:** Yearly
- 📱 **Mobile Bill:** Partially subsidized

#### **Application Process:**

- 📄 **Submit your cover letter and resume** (PDF format) detailing relevant experience to [procurement.aosed@gmail.com](mailto:procurement.aosed@gmail.com)
- 📅 **Application Deadline: February 23, 2025**