

## **Accounts Officer, RAISE Project**

### **SKS Foundation**

Vacancy: 1

#### **Job Context**

SKS Foundation in cooperation with PKSF and financial support of World Bank. SKS Foundation is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19. As a Partner organization of PKSF, SKS Foundation will implement the RAISE project in its catchment area. In this context, SKS is seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below:

#### **Job Responsibilities**

- Maintain all books of accounts of the project and maintain bank accounts, cash management, fixed assets management, stock management, advance and reimbursement, audit arrangements, TAX and VAT regulations and compliance with the project;
- Prepare budget and ensure actual expenditure is in line with the budget, maintain disbursement, reconciliation, and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006;
- Assist in preparing monthly, quarterly and annual financial reports and any other related reports as per project requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts, and finance;
- Perform any other tasks assigned by the management.

#### **Employment Status**

Full-time

Workplace: Work at office

#### **Educational Requirements**

- At least Bachelor Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3rd Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences.

#### **Experience Requirements**

At least 5 year(s)

#### **Additional Requirements**

- Age at most 45 years

- At least 5 years of experience in accounts and finance related work in any reputed organization;
- Training in Financial Management will be treated as extra quality;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted.
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skills of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills.

### **Compensation & Other Benefits**

- Salary consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other admissible benefits as per organization rules (Inclusive of all applicable Tax as per the law of Bangladesh).

**Job Location:** Gaibandha

### **Read Before Apply**

Interested Candidates are requested to apply through online to Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

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

### **Apply Procedure**

Apply online <http://www.sks-bd.org/index.php/career>

Application Deadline: **15 September, 2024**