

02. Finance and Admin Officer-01

SKS Foundation in partnership with WaterAid Bangladesh is implementing "**WASH Systems for Health (WS4H)**" program in Lalmonirhat Municipality area. SKS Foundation is looking for suitable candidates for the following positions for the Project. Project tenure is up to November 2027.

Responsibilities:

- Giving necessary financial management support to the Municipality as per the policies and guidelines,
- Will be responsible for budget control of the project as per financial plan.
- Will ensure that the bills and vouchers submitted and accepted by the project management are authentic and properly justified.
- Will maintain all books of accounts, inventory of the assets of the project with proper purchase documents, personnel files of the staff etc.
- Will prepare financial reports, financial statements as per donor requirement and submit following the agreed schedule,
- Will be responsible for any deviation in accounts and procurement policy.
- Will prepare fund requisition of the project, will be responsible for preparing the accounts reports as per schedule,
- Ensure security of project assets and properties.

Education and Experience:

- Masters/Bachelor degree in Finance/ Accounts. At least 05 years of working experiences in Accounts and administration in NGO/INGO.

Age Limit: Maximum 40 years. But age is flexible for the rightly experienced candidate.

Other Qualifications:

- Experienced and skilled in budget preparation; budget control, procurement; book keeping; banking; inventory management; logistical support; VAT/Tax; financial reporting and documentation.
- Computer (MS Office) skill is essential.
- Should have good understanding on financial management basic principles and rules, should have experience in preparing monthly, quarterly and annual financial report statements.

Salary and other admissible benefits.

- Monthly gross salary will be within the range of BDT 40,000/- to 45,000/-

Apply Instruction:

Interested Candidates are requested to apply through online (<http://www.sks-bd.org/index.php/career>) 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. Only female candidate are allowed to apply

*Photograph must be enclosed with the resume.

Apply Procedure

Application Deadline: 09 June, 2024