

## 04. Accounts and Finance Officer

Vacancy

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### Job Context

SKS Foundation is going to implement a sub-project titled “**Promoting resilient green growth in dairy sub-sector through ensuring RECP**” as a part of the ‘Sustainable Microenterprise and Resilient Transformation (SMART)’ project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under “**Cattle and Buffalo**” sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and SKS Foundation.

**The Objectives of the project is;**

- To adopt resource efficient, cleaner production and good farming practices.
- To adopt climate resilient technologies.
- To promote circular economy.
- To increase technical knowledge and capacity of the MEs.
- To assist entrepreneurs in expanding the market for dairy products.

### Job Responsibilities

The ‘Accounts and Finance Officer’ will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows: Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities.

#### **Maintaining Accounts**

- Maintain sub-project accounts in accordance with International Accounting Standard (IAS), on a ‘going concern’ basis under Generally Accepted Accounting Principles;
- Maintain separate books of account on an accrual basis under historical cost convention; Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position of the sub-project along with other notes and relevant information;

#### **Fund Management**

- Monitor the flow of funds from the PKSF to sub-project and sub-project to microenterprise to ensure that appropriate procedures are followed;
- To ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-project implementation;  
Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds.

#### **Budget and Financial Reporting**

- Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan and other relevant work plans;

- Prepare the budget of a new cost proposal, training, and other sub-project activities;
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project;  
Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;

#### **Sub-project Monitoring**

- Ensure strong monitoring system of the sub-project through frequent field visits;  
Review external and internal audit report along with management letter of the sub-projects

#### **Administration and Procurement**

- Ensure that the project procurement rules are complied with the sub-project procurement;
- Prepare and regularly update the procurement plan(s);
- Manage logistics and procurements;
- Verifying current inventory levels and keeping records to prevent inventory gaps;  
Overseeing the day-to-day administrative tasks.

#### **Others Responsibilities**

- Maintain the sub-project bank account and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with SMART-PMU of PKSf regarding accounts and budget;
- Support internal audit section for internal audit and support external auditors with necessary information of the sub-project;  
Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the SKS Foundation.

### **Employment Status**

- Full-time,

### **Educational Requirements**

- The ideal candidate should possess a minimum of a four-year undergraduate degree/ B.Com. (Pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

### **Experience Requirements**

- The candidate should have a minimum of four (4) years of work experience in financial management within a reputable organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla)
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**Age Limit:**

- Maximum 45 years of age on the last date of application.

**Salary**

- Monthly consolidated salary is BDT 50000/- .
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

**Job Location:** Gaibandha District.

**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's are actively encouraged to apply.

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

**Apply Procedure**

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

Application Deadline: **30 April 2025**