

Assistant Officer-Accounts

SKS Foundation

Vacancy

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Job Context

Since 1987, SKS Foundation works with the communities in the North-west Bangladesh for improving socio-economic status, promoting gender equality through creating enabling environment. SKS implements community driven development programs; maintains close collaboration with local government & administration, line departments, civil societies, NGOs, development partners & other stakeholders to bring positive changes in the society. SKS Foundation has been implementing the Microfinance Program under Economic Empowerment Sector. The mentioned position will be recruited for implementing the program's interventions.

Job Responsibilities:

- Maintaining cash book, ledger and different registers related to accounts management.
- Should have experience in preparing monthly, quarterly and annual financial report.
- Budget tracking, expenditure monitoring, expenditure forecasting and timely financial reporting.
- Ensure that the program's finance system follows agreed accounting standard.
- Maintain close coordination and collaboration with colleagues relating to budgets and financial matters particularly with the respective supervisor & management.
- Maintain adequate cash and bank balances in coordination with head office.
- Providing reports as per the requirements of MRA and PKSF.
- Allocation of Fund among Branch office.
- Monitoring at least 50 Branches.
- Any others task assign by management.

Employment Status

Full-time

Educational Requirements

- BBA with MBA in Accounting or Finance & Banking in any Public Universities.

Experience Requirements

- At least 2 year(s)
- The Incumbent should have experience in Micro finance or any financial institutions.
- Fresher's are also encouraged to Apply.

Additional Requirements

- Familiar to use any Microfinance Software will get preference
- Able to drive motorcycle & should have valid driving license.

Age: Maximum 35 Years.

Job Location

Anywhere in Bangladesh

Salary

- During Probation period salary will be (Tk. 30,000/- 40,000/- (Monthly)

Compensation & other benefits

- After successful (Six Months) probation period the incumbent will be entitled to Provident Fund, SWF, Gratuity, Festival Bonus & other admissible benefits.

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

Send your CV to hr@sks-bd.org
Application Deadline: **12 September 2025**