

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

**act:onaid**

ActionAid Bangladesh is looking for suitable candidate for the following position:

## **Associate Officer – Finance (CBT)**

Project	:	Skills development for Self-reliance of Rohingya women and men corresponding host community, Funded by WFP
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2022 (if not extended)
Number of Position	:	1 <b>(Women are encouraged to apply)</b>
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 45,570</b> with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

We are looking for a responsible Associate Finance Officer-CBT (Cash Based Transaction) to support our day-to-day transactions, including expenses and payroll. The major responsibilities include processing payments, maintaining cost reports, managing invoices, reporting and documentation. Ultimately, the position holder will help to maintain the financial health of the project and make sure we use our resources beneficially

### **Key responsibilities include (not limited to)**

- Maintenance of all Cash based payment and volunteer payment in camp level from the project.
- Preparation of muster roll and coordination with field level daily attendance
- Responsible for overall financial transactions in conformity with a) the organization's Policies, Procedures, Manuals and practices and b) relevant donor requirements.
- Ensure all CFW/CBT related documents, i.e., attendance, muster roll, and report are safely and securely stored in Cox's Bazar office in coordination with Officer-Finance.
- Ensure Govt. policy/revenue of cash payment maintained properly.
- Prepare monthly CBT report to the project management with all supporting under supervision of line manager.

### **Relationships**

Associate Officer – Finance (CBT) will report to Officer - Finance.

## Required Educational Qualification and Experience

- University degree finance or Accounting or equivalent degree in relevant disciplines (flexible in terms of person having working experience in Rohingya Response)
- At least 1 year of experience in humanitarian and/or development organizations

## Technical Skills

- Skill in financial report development and other reports writing in English and Bengali
- Tech savvy, experience of using ERP, SUN/Accounting System and Vision etc. will get preference
- Result driven, ability to work under pressure and meeting deadlines
- Capable of Budget development, planning, coordination, monitoring results as well as financial management and accounting systems
- Excellent Interpersonal communication skills and negotiation skills
- High level of integrity and sense of maintaining confidentiality
- Gender sensitive and familiar with humanitarian principles.

## Application instructions

**Only those who meet the above requirements are requested to apply** following these instructions:

- Last date of application is **Monday, 10 January 2021**
- Please [click here](#) to submit your application.

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ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

***N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent***