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

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

Associate Officer - Finance & Administration

Project Name	:	Connecting Communities and Institutions for Peace, Safety, and Social Cohesion in the Rohingya Response
Location of Posting	:	Cox's Bazar Sadar
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 October 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

Under the overall guidance of the Project Coordinator and direct supervision of the Officer – Finance, the Associate Officer – Finance & Administration will provide day-to-day financial and administrative support to ensure the smooth and compliant implementation of the SDC-funded project, *Connecting Communities and Institutions for Peace, Safety, and Social Cohesion in the Rohingya Response*.

The position will support the processing of project-related payments, maintenance of financial records, preparation of vouchers, data entry into the SUN accounting system, budget tracking and financial documentation in accordance with ActionAid Bangladesh (AAB), donor and statutory requirements. S/he will also assist in monitoring budget utilisation, preparing financial reports, maintaining supporting documents and following up on financial transactions.

In addition, the position will coordinate with the project team and Cox's Bazar administration team to facilitate procurement, logistics, travel arrangements, workshops, meetings and other project activities. The incumbent will ensure proper documentation, timely processing of requests and effective administrative support while maintaining transparency, accountability and compliance with organisational policies and procedures. This is a full-time position based in Cox's Bazar, Bangladesh, for the project period, subject to funding availability.

Key responsibilities include (not limited to):

Financial Transactions and Payment Processing: 25%

- Receive, review and process project-related payment requests for vendors, service providers, staff and third parties in accordance with AAB, donor and statutory financial policies.
- Check payment requests for completeness, accuracy, appropriate budget codes, approvals and supporting documents before submission to the Officer – Finance.
- Prepare payment vouchers, journal vouchers and other relevant financial documents for review and approval.

- Support the processing of travel authorisations, staff advances, working floats, reimbursements and other project-related financial requests.
- Follow up with the Finance Unit and relevant stakeholders to ensure timely processing and disbursement of approved payments.
- Maintain proper records of payment transactions, invoices, bills, receipts and other supporting documents.
- Assist in reconciling advances and working floats and follow up on outstanding adjustments.
- Ensure that all financial transactions are processed in accordance with approved budgets, delegated authority and organisational procedures.

Financial Data Management and Reporting: 20%

- Support the entry of project financial transactions into the SUN accounting system under the supervision of the Officer – Finance.
- Ensure the accuracy of transaction details, analysis codes, activity codes, budget lines and supporting documentation during data entry.
- Maintain updated financial records and expenditure trackers for the project.
- Assist in preparing monthly and quarterly budget utilisation reports and expenditure summaries.
- Support the preparation of budget variance reports by compiling actual expenditure against approved budget allocations.
- Assist in monitoring project expenditure and highlight discrepancies, overspending or low budget utilisation to the Officer – Finance.
- Support the preparation and maintenance of financial statements, expenditure reports and other financial information required by management and the donor.
- Assist in reconciling financial records and resolving data discrepancies in coordination with the Finance Unit.

Financial Documentation, Compliance and Audit Support: 15%

- Maintain organised and complete financial files, including payment vouchers, invoices, bills, receipts, contracts, approvals and other supporting documents.
- Ensure that financial documents are properly filed, indexed and readily accessible for internal and external audits.
- Assist in preparing financial documents and supporting information required for donor reporting, NGO Affairs Bureau compliance and other statutory requirements.
- Support the collection and verification of financial documents from vendors, service providers and implementing partners, where applicable.
- Assist in preparing documents required for internal and external audits and follow up on requests for additional information.
- Maintain records of audit observations and support the Officer – Finance in following up on agreed corrective actions.
- Ensure that financial records are maintained in accordance with AAB financial policies, donor requirements and applicable government regulations.

Budget Monitoring, Tax and VAT Compliance: 15%

- Support the Officer – Finance in monitoring project expenditure against approved budget lines and activity allocations.
- Maintain updated budget tracking sheets and expenditure records to support periodic budget reviews.

- Assist in identifying budget utilisation gaps and financial issues and communicate these to the Officer – Finance and Project Coordinator.
- Support the preparation of budget revisions and related financial documents when required.
- Assist in calculating applicable Tax Deducted at Source (TDS) and VAT Deducted at Source (VDS) from vendor and service-provider payments.
- Maintain vendor-wise tax and VAT records and support the preparation of relevant calculation sheets.
- Assist in ensuring timely deposit of deducted tax and VAT to the government treasury in coordination with the Finance Unit.
- Maintain proper documentation of tax and VAT deductions, deposits and relevant certificates in accordance with statutory requirements.

Administrative, Procurement and Logistics Support: 15%

- Coordinate with the Cox's Bazar Administration team to arrange logistical support for project activities, meetings, workshops, training sessions and field visits.
- Support the preparation and processing of Material Requisition Forms (MRF), food requisitions, travel requests and other administrative requirements.
- Assist in obtaining quotations, preparing procurement documents and following up on the procurement of goods and services in accordance with AAB procurement policies.
- Coordinate venue arrangements, transportation, accommodation, refreshments, training materials and other logistical requirements for project events.
- Maintain an updated record of project-related procurement requests, purchase orders, goods received and relevant supporting documents.
- Support the maintenance of project assets and equipment, including asset registration, tagging, inventory updates and periodic physical verification.
- Ensure that project assets, equipment and materials are properly recorded, safeguarded and maintained.
- Provide administrative support to project staff and facilitate timely completion of routine administrative requirements.

Coordination and Organisational Values: 10%

- Maintain regular communication and coordination with the Officer – Finance, Project Coordinator, project team, Finance Unit and Administration team to ensure smooth financial and administrative operations.
- Follow up with relevant staff and stakeholders to ensure timely submission of financial documents, bills, invoices and other supporting records.
- Participate in project and finance coordination meetings and provide updates on financial and administrative matters when required.
- Demonstrate transparency, accountability, integrity and professionalism in all financial and administrative activities.
- Uphold ActionAid's Feminist Leadership Principles and promote gender equality, diversity and inclusion in the workplace.
- Comply with AAB financial policies, procurement procedures, Code of Conduct, safeguarding policies, PSEA, SHEA and other applicable organisational policies.
- Perform other relevant responsibilities assigned by the supervisor, consistent with the nature and level of the position.

Relationships

The incumbent will report to the Officer – Finance

Required Educational Qualifications and Experiences

- Bachelor's degree in Accounting, Finance, Business Administration, Management, Commerce or any other relevant discipline from a recognised institution.
- Professional training or certification in accounting, finance, taxation or financial management will be an advantage.
- At least 1–2 years of relevant experience in finance, accounts or administrative support in an NGO, humanitarian or development organisation.
- Experience in payment processing, voucher preparation, financial documentation and maintaining accounting records.
- Basic experience in budget tracking, expenditure monitoring and financial reporting.
- Experience in procurement, logistics, event management and administrative support will be an advantage.
- Experience working with humanitarian or development programmes, preferably in Cox's Bazar, will be an advantage.
- Familiarity with donor-funded project financial procedures and statutory compliance requirements will be an added advantage.

Technical Skills

- Basic knowledge of accounting principles, financial management and budget monitoring.
- Familiarity with payment processing, vouchers, invoices, bills and financial documentation.
- Basic understanding of financial compliance, procurement procedures, TDS, VDS and VAT requirements.
- Proficiency in MS Excel, Word and other Microsoft Office applications.
- Experience with SUN accounting software or other accounting systems will be an advantage.
- Good numerical, analytical and record-keeping skills.
- Strong attention to detail and ability to maintain accurate financial records.
- Good coordination, communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- Ability to work collaboratively with project, finance and administration teams.
- Commitment to transparency, accountability, integrity, gender equality and organisational values.
- Fluency in Bangla and basic working knowledge of English.

Application instructions

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

- The last date of application is **15 November 2026.** **Due to emergency, recruitment will be on rolling basis. The interested candidates are requested to apply early before deadline.**
- Please **Click Here** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.