

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

Officer - Finance & Admin (LRP)

Unit	:	Local Rights Programme (LRP)
Location of posting	:	Shyamnagar, Satkhira (LRP – 54)
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2026 (if not extended)
Number of Position	:	01 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 32,100 with other admissible benefits such as Festival Bonus, mobile allowance and group life insurance etc

Job Summary

The Officer - Finance & Admin position is accountable for the project activities in the working area at LRP-54. S/he will perform day to day financial management related tasks of LRP-54. S/he also ensures record keeping, system entry & analysis. S/he provides support on Project Grants management. S/he is responsible for prepare financial reports & share with management as per reporting schedule. S/he supports Community based organizations (CBO) for maintaining their financial documents. S/he audits CBOs and shares reports with LRP-545 management. S/he helps to prepare LRP-54 yearly budget. S/he carries out administrative and HR related tasks of LRP-54. However, s/he will be responsible below task of LRP-54.

- Day to day financial management related task of LRP-54, Ghoraghat.
- Record keeping, system entry & analysis.
- Provide support on Project Grants management.
- Prepare financial reporting & share with management as per reporting schedule.
- Budget preparation & monitoring.
- Administrative related jobs of LRP-54.

Key responsibilities include (not limited to)

Financial Management

- Checking of bill related document, prepared voucher & process for entry.
- Analysis system Ledger & Reconcile system balance.
- Day to day Bank transaction and prepare monthly Bank Reconciliation statement on time.
- Analysis of the system ledger & reconcile balances on timely basis.
- Follow up of payment process.
- Staff advance management.
- Ensure VAT & Tax and other compliances as per policy in dealing with any transaction and related process.
- Filling of vouchers after completing of entry process at AAB CO.

- Beneficiaries' groups financial documents review and provide feedback at field level.

Budget preparation & Financial reporting

- Prepare yearly budget & process for finalization and account coding.
- Analysis of budget variance, prepare and share Financial Report on time with management.

Support to Program & Sponsorship Unit

- Monthly progress plan & next month plan submits in accurate time.
- Participate & share report of financial management in monthly meeting.
- Programme participant list prepare.
- Support to program on various matters at field level.

Support to Administrative Task

- Ensure timely payment of all utility bills (Office rent, Electricity bill, Internet bill, Newspaper bill etc.).
- Support to admin support staff to maintain office security and others admin related task.
- Fixed assets & inventory management.
- Procurement related jobs

HR management

- Prepare of monthly salary sheet & process for authorization.
- Salary transfer letter forward to bank.
- Staffs attendance register and timesheet management on monthly basis.
- Maintain personal files and leave records of staffs

Any other task require by team

- Support to Project Manager & other staffs for any other jobs.
- Any other tasks assigned by Line Manager/Project Manager

Emergency response projects grants management

- Donor contract management.
- Support to procurement process as require and payment process of vendors.
- Checking of bill related document, prepared voucher & process for system entry.
- Analysis of system ledger & prepare financial reports for management and donor on time.

Relationships

Finance & Admin Officer will report to Deputy Manager – Finance (Partnership) and will work closely with the the LRP Coordinator of ActoinAid Bangladesh.

Required Educational Qualification and Experience

- Bachelor of Business Administration or related degree under recognized educational institution.
Capacity building training on basic accounting, accounting software etc

- Around 2 years progressively responsible work experience in related field

Technical Skills

- Sound knowledge of Computer (MS office, internet & email).
- Able to work under pressure and meet deadlines.
- Good communication skill in English - both oral and written
- Budget preparation and monitoring
- Skill on Software based financial report preparation.
- Sound knowledge about update VAT & Tax process and circular.

Application instructions

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

- Last date of application is **17 January 2026.**
- *The interested candidates are requested to apply 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.