

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

Associate Officer- Finance (CBT)

Project Name	:	Sustainable Solution and protection for the Rohingya Refugee Community in Camps (funded by UNHCR) Project
Location of Posting	:	Cox's Bazar Sadar
Number of positions	:	01
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2026 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 56,592 with other admissible benefits such as mobile & internet allowance, group life insurance etc

Job Summary:

The position describes a support role focused on ensuring smooth financial operations for cash-based interventions in Rohingya camps and involves preparing primary financial statements, maintaining accurate documentation, assisting with banking transactions, entering financial data into systems, and providing support during audits. In essence, it is a bridge between field-level activities and the main office, ensuring that cash interventions are properly recorded, compliant with organizational standards, and ready for donor review. This makes the role central to financial accountability, documentation management, and audit readiness within humanitarian operations.

Key responsibilities include (not limited to):

Volunteer, Labor & CBT Payment Management (30% of Time)

- **Field-Level Operations:** Provide direct support in the day-to-day administration of Cash-Based Transfers (CBT) and labor/volunteer management at the camp level, ensuring smooth execution of financial activities.
- **Secure Record Keeping:** Collaborate with the Officer - Finance to guarantee that all CBT-related documentation (attendance registers, muster rolls, verification files, and field reports) is systematically archived and safeguarded at the Cox's Bazar office.
- **Field-to-Office Coordination:** Serve as the critical operational conduit between field camps and the Cox's Bazar operations office, addressing financial queries, monitoring fund requirements, and escalating field-level challenges for timely resolution.
- **Planning & Progress Tracking:** Contribute to the preparation and submission of structured progress reports, analytical case studies, and detailed work plans, while maintaining close collaboration with implementation partners to align daily activities with project objectives.

Payment Processing (30% of Time)

- **Policy Compliance:** Assist the Officer - Finance in processing daily financial claims, ensuring absolute compliance with AAB internal financial guidelines and UNHCR donor policies.

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

- **Invoice & Claim Management:** Collect, log, and review incoming payment requests from vendors, third-party service providers, and staff submitted via the Admin & HR Unit.
- **Tax Documentation:** Assist the Officer - Finance in preparing accurate, vendor-wise Value Added Tax (VAT) and Tax Deducted at Source (TDS) calculation sheets.
- **Vendor Communications:** Manage vendor payment notifications, keeping suppliers informed of payment disbursements and timelines.
- **Requisition Tracking:** Collect food requisitions and Long-Term Agreements (LTAs) directly from the camps, consolidating and incorporating them systematically on behalf of the Officer - Finance.

Banking, Cash Operations & Budget Monitoring (20% of Time)

- **Cash Management:** Collect and deposit physical cash into the bank safely and efficiently as required by project needs.
- **Treasury & Liquidity Support:** Secure petty cash from the bank to support the Treasury unit, maintaining liquidity for day-to-day field expenditures.
- **Banking Liaisons:** Handle routine banking transactions, draft bank letters, and manage institutional banking issues.
- **Forecasting Assistance:** Support the finance team in routine budget forecasting, variance tracking, and monitoring fund allocations.

Daily Data Entry, Documentation & Audit Readiness (20% of Time)

- **Financial Coding:** Assist in filling out and validating Accounting Analysis codes and Journal numbers directly onto physical and digital vouchers.
- **Comprehensive Archiving:** Maintain comprehensive documentation and filing systems for the UNHCR-funded project, ensuring all vouchers have printed and scanned supporting documents.
- **Cross-Project Support:** Provide documentation and technical filing support to other Project Finance Focal as cross-functional needs arise.
- **Audit Facilitation:** Actively prepare files and facilitate smooth internal and external audit processes to ensure complete financial accountability.
- **General Administrative Support:** Provide any other financial or administrative support assigned by the Line Manager.

Relationships

The Associate Officer- Finance (CBT) directly report to Manager - Finance.

Required Educational Qualifications and Experiences

- A graduate degree in Business Studies or a related discipline. Education may be considered in terms of having experience.
- At least 1-2 years of similar work experience in a developmental organization.
- The applicants should have practical experience in CBT/CFW payment/distribution.

Technical Skills

<https://actionaidbd.org/>

Find us also in [Facebook](#) and [Twitter](#) for regular updates!

- Good communication skills and experience in working with community people.
- Computer literacy in Microsoft Office package.
- Technological knowledge for working with ERP

Application instructions

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

- The last date of application is **08 August 2026**. Due to emergency, recruitment will be on rolling. 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.