

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

Associate Officer- Finance

Project Name	:	Life-saving Shelter Assistance for Vulnerable Rohingya Households in Cox` s Bazar, Bangladesh
Location of Posting	:	Cox's Bazar Sadar
Number of positions	:	01
Type of contract	:	Fixed term contract
Duration of Contract	:	Up to 14 April 2027 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 50 281 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary:

This role supports financial management of the UN OCHA-funded HEKS/EPER consortium project, with a particular focus on the Shelter Project. It involves gathering funding from multiple internal and external sources, including partners, preparing budgets, and reporting to the donor. Day to day, the person prepares payment documents in line with AAB policies, contractual obligations, and national law (using the correct account and analysis codes), records income and expenditure in the system, handles invoices and timely payments, and processes travel authorizations, advances, and transport arrangements with the Administration Unit. They also prepare fund requests and financial reports for the donor, liaise with the donor on approvals and queries, and handle cash disbursements to program participants.

The post reports to the Manager, Finance (Rohingya Response) on all finance matters, providing technical support on financial processes, audits, and AAB and government compliance, and also reports to Project Management where needed. Reports are prepared for the project manager or lead, AAB management, the donor, and other stakeholders.

Key responsibilities include (not limited to):

Process Payment by ensuring ensure compliance with AAB Policy, Statutory compliance, and record in the system (40% of Time)

- Check all payment requests of Vendor, Third Party and Staff in line with AAB, Donor policy, and GOB policies and procedure of county law.
- Adequate support to provide entry in the SUN System through ERP/Excel System by ensuring appropriate analysis code, ensuring availability of all supporting documents, prepare vouchers (Payment Voucher & Journal Voucher) and handover payment request to the AAB Finance Unit to prepare cheque/Account Transfer-as applicable.

- Process Staff Float/Advance request and arrange disbursement of the same.
- Monitor activity wise fund projection & feedback to program
Assist in analyzing overhead budget and cost recovery, update management monthly of spending and income achieved.

Data Entry and Financial Report preparation (30% of Time)

- Prepare Burn Rate and Budget Variance Report for the project management.
- Generate financial reports from the system and analyze for the Project Management, Donor, AAB Management- as needed.
- Prepare accurate and timely financial reports for donors as required.

TAX & VAT deduction, Payments, Audit and Donor facilitation (10% of Time)

- Ensure statutory compliance regarding TDS and VDS from various bills as applicable rate and record it in the SUN System.
- Maintain all payment documents.
- Prepare financial statements for Audit and facilitate statutory and Donor's Audit coordination with AAB Finance Unit.

Support to the partners end (10% of Time)

- As a consortium partner, the position will facilitate coordination with other partners and link with the relevant tasks.
- Monitor budget for variance analysis and further assistance with programme team.

Support to Cash disbursements (10% of Time)

- Support to CBT/CBP projects for Cash payment in field level as required.
- Support to treasury department as it required.

Relationships

The Associate Officer – Finance will directly report to Manager - Finance.

Required Educational Qualifications and Experiences

- A graduate degree in Business Studies, Accounting, Finance, Economics or a related discipline. CA professional and partnership management will be advantageous.
- At least 2 years of similar work experience in a humanitarian or developmental organization.

Technical Skills

- Good communication skills and experience in working with community people.
- Computer literacy in Microsoft Office package.
- Technological knowledge for working with ERP
- Proficiency in the local language can be an added value.
- The applicants who have practical experience in partnership management and lead team.

Application instructions

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

instructions:

- The last date of application is **11 October 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.