

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

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

Associate Officer - CBT

Project	:	Volunteer Services-Safety Net Systems for the Poorest (VS-SNSP), funded by WFP
Location of posting	:	Ukhiya/Teknaf, Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	1
Salary and benefits	:	Monthly Gross Salary BDT. 55,161 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Project Summary

The position is responsible for dealing with cash management/payments and documentation/record keeping in the responsible camp area for the Rohingya Response Programme. This involves maintaining functional relationships with his/her peers in the team, priority, and project management team. It will involve drawing up reporting (CFW/CBT) to the donor and RRRC against projects, it will also involve supporting project finance focal in developing the draft budgets for funding applications. Especially, donors' correspondence, audit facilitation, banking, and making financial reports/statements for project management, donor, and auditors.

Key responsibilities include (not limited to)

Prepare the CBT payment processes by ensuring compliance with AAB policies and statutory

- ❖ Prepare all CBT payments requests under the Volunteers Service Project, Funded by WFP, i.e., CBT/CFW, Vendor, Labour, and Volunteer in line with AAB, Donor policy, and GOB policies and procedure of county law.
- ❖ Assist Finance Focal to providing entry in the SUN System through ERP/Excel System by ensuring appropriate analysis code, ensuring availability of all supporting documents, preparing vouchers (Payment Voucher & Journal Voucher), and handover payment requests to the AAB Finance Unit to prepare cheque/Account Transfer as applicable.
- ❖ Process CBT/CFW payment by checking all relevant authorities; process CBT/CFW/Volunteer/Labour/Vendor expenditure in a timely manner and follow-up payments are made efficiently.
- ❖ Ensure organizational compliance with Govt. & International finance regulations during preparation and submission to the respective units/counterparts.

Work with Project Team for developing a proposal/project update and reporting for the WFP/RRRC

- ❖ Assist Finance focal in the development of project financial plans, budgets, update reports, and forecasts.
- ❖ Monitor CBT/CFW schemes of projects and provide the necessary support to the program on utilization of funds.
- ❖ Assist Finance focal to ensure that bank reconciliation is done monthly.
- ❖ Ensure that master roll, attendance sheets, IDs, scheme reports, etc. are well accounted for and are kept in safe and secured custody.

CBT/CFW Support to Programme Team

- Maintenance of all cash-based payment and labour management in camp level from the project.
- 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.
- Work with the project implementation team to build a culture of values and transparency in finance;
- Conduct frequent spot checks to ensure a strong control environment of CBT/CFW scheme works.
- Process Staff Float/Advance requests and arrange disbursement of the same.
- Provide necessary support and develop new tools and systems to strengthen CFW/CBT financial controls and risk management.

Documentation Functions

- Maintain all payment documents and ensure documentation in place.
- Prepare financial statements for project and facilitate statutory and Donors' Audit coordination with AAB Finance Unit.
- Communicate with respective Govt. agencies in Cox's Bazar as per instruction of her/his line manager. Provide any other support assign by line manager.

Relationships

- S/he will assist Project Manager and Finance focal closely to meet any kinds of compliance issues and time to time assigned job given by the Line Manager.

Required Educational Qualification and Experience

Qualification

- Minimum graduation in commerce

Experience

- At least 2 years of working experience in the relevant areas.
The applicants should have practical experience in CBT/CFW payment/distribution.

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 CBT/CFW payment/distribution

Application instructions

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

- Last date of application is **Monday, 30 January 2023**
- Please [click here](#) to submit your application.

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 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 fund / money from job applicant should be regarded as fraudulent.

ActionAid Bangladesh strongly believes in and promotes safe recruitment. For any kind of suspicious communications and/or conduct, please report it to aab.mail@actionaid.org