

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

## **Officer – Finance and Admin**

Project Name	:	Inclusive Services and Opportunities (ISO) for Human Capital Development and Livelihood
Unit Name	:	Finance
Location of Posting	:	Dhaka, (With regular travel to project locations)
Types of contract	:	Fixed-term contract up to 31 December 2026 (renewable depending on funding availability and performance).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary BDT. 83,829 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

### **Job Summary**

The position is to support the management of the finance and Administration Program. This involves collecting funding from multiple sources, internal to ActionAid and external to ActionAid. It will involve drawing up budgets and reporting to donor against projects, it will also involve supporting the manager in developing the draft budgets for funding applications. Must be able to communicate, cooperate and cater the services as needed. Maintain liaison with different venues and event management service providers for getting better as well as prompt support from them. Maintain relationship with Government's service units.

### **Key responsibilities include (not limited to)**

#### ***Process payments ensuring compliance with AAB, Donor, and Statutory Compliances. (Time Allocation in 40%)***

- Review and process all payment requests (i.e., vendor, third party, consultant, and Staff) in line with AAB, Donor, and Statutory policy compliances.
- Process staff float/advance request and arrange disbursement of the same.
- Submit processed payment requests into the treasury and follow-up for smooth & timely disbursement.
- Process income from external and internal parties through checking all relevant authorities, process expenditure on time, and ensure payments are made efficiently.

- Process travel authorization documents, float/advance against approved travel working with AAB Administration Unit.
- Adjustment of national and international travel advance with proper documents and records.

**Manage SUN System Data entry & Reporting (Time Allocation: 10%)**

- Provide entry in the SUN System through ERP/Excel System by ensuring appropriate analysis code, ensure availability of all supporting documents, prepare vouchers (Payment Voucher & Journal Voucher);
- Prepare variance analysis report using SUN info Q&A and share with program people monthly for their understanding and take the decision.
- Verify the system entry fortnightly and take correction measurements if need
- Upload the budget, activity code, Suppliers ID, Miscellaneous code, and others information into the SUN system by using Q&A.

**Budget preparation, Revision, and monitoring. (Time Allocation: 05%)**

- Work with the manager to prepare budgets and segregate quarterly basis by integrated way. Monthly basis budget and activity segregation to program implement smoothly.
- Prepare budget quarterly as per guideline and revision as per need.
- Budget monitoring fortnightly to track budget vs actual variance and take initiative to mitigate the gap.

**Work with PD Team in CXB for developing proposal/project. (Time Allocation: 05%)**

- Assist to PD team to prepare the activity-wise detailed budget to procure any goods/services and HR issues considering the present value of the current and future market.
- Assist to set up activities as per program strategic guidelines.
- Considering reality and acceptability from previous experience to assist PD team to do project decision.

**Data entry, prepare financial reports to the project/AAB management and donor. (Time Allocation: 10%)**

- Analyze budget, overhead, and cost recovery, update management with monthly spending and income achieved.
- Reconcile the System, TB, ledger, Bank, and cash books and correct if required.
- Prepare financial reports and provide those to the manager.
- Prepare the response against the observation from the Management, donor, Auditors.
- Follow-up observations from the donor/auditors.
- Update project files with proper documentation.

**TAX & VAT calculation, deduction, deposit, and track on the timeline of the Government. (Time Allocation: 10%)**

- Ensure deduction of VDS and TDS accurately and take necessary steps to deposit into the govt. treasury within the stipulated time.
- Work with CXB Finance Unit on the preparation of Vendor wise VAT/ TDS calculation sheet.

- Update project files with all necessary documents and ensure availability when needed.
- Reconcile VAT and Tax ledgers regularly and report to line manager.

#### **Event and fleet Management (*Time Allocation: 10%*)**

- Actively involved with the program in the planning of construction and major events.
- Maintain a calendar of events and implement a system that enables and anticipates long term planning and effective event management of the organization's meetings, conferences, and events. ensure construction works are implemented timely.
- Arrange required logistic support to the relevant program.
- Assist to procure event and construction-related goods/materials and services as per the need.

#### **Asset procurement and Management (*Time Allocation: 10%*)**

- Assist to procure capital/fixed assets as per the procurement and financial policy of ActionAid Bangladesh.
- Ensure that the cost of the capital/fixed assets is properly accounted for, all the fixed assets are numbered and recorded in the register properly.
- Ensure proper safeguard and maintenance of the capital/fixed assets.
- Conduct year-end/periodic inventory of capital/noncapital assets.

#### **Relationships**

The person holds this position will be reportable to the Deputy Manager – Finance of ActionAid Bangladesh.

#### **Required Educational Qualification and Experience**

- Post-Graduation or equivalent degree in Finance or Accounting
- Minimum 2-3 years of working experience in national or International Development Organization.

#### **Technical Skills**

- Sound financial management knowledge and skill.
- Sound knowledge on statutory and Donors' compliance issues.
- Accounting software knowledge is required, experience on SUN and Vision software is preferred.
- Strategic decision-making skill/ability and quick trouble shooting capacity.
- Understanding and experience on event and construction budget preparation and monitoring.
- Knowledge on proper documentation and experience to face internal and external audit.

## Required Competencies

- **Leadership:** Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence:** Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration:** Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill:** Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking:** Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provides relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility:** Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address that feedback positively.
- **Decision Quality:** Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

## Application instructions

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

- The last date of application is **20 January 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.

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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.