

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

Officer – Finance

Project Name	:	WFP funded Projects
Location of Posting	:	Cox's Bazar
No. of Position	:	01
Types of contract	:	Fixed Term Contract
Contact Duration of	:	Up to 31 December 2026 (if not extended)
Salary and benefits	:	Monthly Gross Salary BDT. 79,561 with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary:

The position is to support the management of the finances for the WFP Funded Project, this involves collecting funding from multiple sources, internal to ActionAid and external to ActionAid. It will involve drawing up budgets and reporting to the donor against different perspective assignments. The position will include, but is not limited to: Prepare documents to process payment in compliance with AAB Policies, contractual obligation, Country Law etc. and by ensuring Account Code and Analysis Code. Record all incomes and expenditures in the System. Comply with country law about Tax, VAT deduction and work with AAB Finance Unit to deposit the same. Prepare and submit the relevant invoices for bills from externals and pay all bills in a timely manner. Financial Report preparation for manager/lead of the project, management of AAB, Donor and other stakeholders. Create and maintain budgets with the manager/lead of the project, process income and out goings in an effective and efficient manner. Process Travel Authorization documents, Float/Advance against approved travel, arrange transportation by working with AAB Administration Unit. Prepare Financial statements of the Project and facilitate statutory and Donors' Audit in coordination with AAB Finance Team. Prepare the Fund Request Form, FACE, Financial Reports for donor to get project approval, fund clearance, budget revision etc. Maintain Liaison with the donor for obtaining approvals and meet the queries. Deal with RRRRC, CiC, DC Office etc. government bodies as needed.

Key responsibilities include (not limited to):

Process Payment by ensuring compliance with AAB Policy, Statutory compliance, and record in the system (40% 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.
- 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) 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.
- Process income from external and internal parties through checking all relevant authorities; process expenditure in a timely manner and ensure payments are made efficiently.
- Prepare accurate and timely financial reports for donors as well as organization.
- Monitor activity wise fund projection & feedback to program.
- Assist to analyze overhead budget and cost recovery, update management monthly of spending and income achieved.

Data Entry and Financial Report preparation (20% Time)

- Develop Budget as per guidance of Program Unit and amend when needed. Work with the manager to prepare budgets for donors and financial applications. 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.
- Analyze overhead budget and cost recovery, update management monthly of spending and income achieved.
- Review payment process and procedures on others project
- Ensure that bank reconciliation as well as debtors and creditors statements are done monthly or as per donor requirement.
- Prepare accurate and timely financial reports for donors as required.

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

- Ensure statutory compliance regarding TDS and VDS from various bill as applicable rate and record it in the SUN System.
- Work with AAB Finance Unit on preparation of Vendor wise VAT/ TDS calculation sheet. Maintain all payment documents.

- Prepare financial statements for Audit and facilitate statutory and Donor's Audit coordination with AAB Finance Unit.
- Ad hoc Basis member of different financial committees
- Member of new budget preparation committee from finance people.

Support to the Camps (20% Time):

- Cash distribution to program participants
- Monitor Camps management related to the financial transaction and coordinate to the Camps staff regarding bill/voucher adjustment.

Contributions to Program Development and Budget Management (10% Time):

- Collaborate with the proposal and budget development/revision teams by sharing ideas, providing inputs and ensuring alignment with project goals and donor requirements.
- Support the implementation of activities in alignment with program strategic guidelines.
- Contribute to project decision-making by providing insights based on practical experience and contextual relevance.

Relationships

S/he will work will report to Manager- Finance, Rohingya Response on all finance related issues. S/he will provide technical support on financial processes, Audit, AAB and Government compliance etc. S/he will be also reported to Project Management where necessary.

Required Educational Qualifications and Experiences

- A university degree or master's degree in finance, accounting or equivalent experience that matches the position. A professional accounting background will be an added advantage.
- At least 3-year of relevant experience in providing a whole range of financial services to a humanitarian organization, preferably in the National/International NGOs or working with foreign donors.
- Experience with accounting software and knowledge of ERP systems.
- Experience in building relationships with and managing internal and external stakeholders.

Required Technical Competencies

- Good IT skills (Microsoft Office), including accounting and reporting packages and especially Excel and web-based applications/tools.
- Good written and verbal communication skills in both Bangla and English.
- Good understanding of staff safety, security, health and wellbeing issues.
- Ability to provide logistical support for any big and/or medium scale of official events.
- Excellent interpersonal communication skills.
- Ability to work collaboratively and proactively with strong attention to details.

Application instructions

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

- The last date of application is **14 March 2026**.
- 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.