

Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled “APARAJITA: Political Empowerment of Women”, with funding from Swiss Agency for Development and Cooperation(SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following positions to implement the above mentioned Project.

Regional Accounts and Administration Officer (Field Level, Position-04)

Role

Regional Accounts and Administrative Officer will be responsible for maintaining financial, accounting and administrative services in compliance with the Swiss Agency for Development and Cooperation (SDC) and Government rules and regulations. He is responsible for providing all sorts of logistical supports for smooth functioning of the APARAJITA Project in a cost effective way.

Main Duties and Responsibilities:

SL. No.	Duties	Specific Tasks
1.	Cash and Bank Management	<ul style="list-style-type: none"> Receive all kinds of cash or cheque and make all payments as per procedures Maintain Petty cash book and update on a daily basis Prepare the daily cash custody certificate and get it signed by the joint custodians Prepare and preserve bank related documents daily i.e. Cheque controlling register, cheque book etc. Prepare bank reconciliation statement
2.	Financial Recording	<ul style="list-style-type: none"> Prepare vouchers for all financial transactions of the Project Maintain cash book, ledger book, subsidiary ledger, cheque register, advance register, fixed assets register, stock register, etc.
3.	Financial Reporting	<ul style="list-style-type: none"> Prepare financial statements as per project requirements
4.	Financial Planning, Monitoring and Audit	<ul style="list-style-type: none"> Assist in preparation of all kinds of budget and budget variance reports Implement financial policies and procedures Assist with the annual audit
6.	Payment of Salary and Benefits	<ul style="list-style-type: none"> Prepare and maintain salary bill as per procedures Administer employee files, leave register, benefits records, etc in order to ensure accurate payment of salary and benefits
7.	Administrative Support	<ul style="list-style-type: none"> Allocate duties and responsibilities among the supporting staff of the project and coordinate, supervise and monitor their works according to the plan and programme. Maintain the office in a neat and orderly condition Manage office supplies, furniture and equipments Provide all sorts of logistic support for project implementation

SL. No.	Duties	Specific Tasks
8.	Miscellaneous	<ul style="list-style-type: none"> Any other activities as per requirement of the project

Required Qualifications and Competencies

- Educational qualification M.Com/MBA/B.Com with 2 years experience.
- Minimum 3-5 years of working experience in financial management of a project and at least 02 years of experience in the similar position for B.Com.
- Ability and willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.
- Basic computer knowledge

Salary Range

- TK 12,000-17,000/-

Other Benefits

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-1209 on or before 29th December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

Women are especially encouraged to apply.