



Bangladesh Red Crescent Society

National Headquarters

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

VACANCY ANNOUNCEMENT

Job title	:	Finance Assistant (Contractual)
Duration of contract	:	12 months
Salary	:	Negotiable
Age	:	36 years maximum (age limit will be relaxed in case of potential candidate)
Duty station	:	Cox's Bazar

Roles and Responsibility:

Administrative role

- Manage office supply stock and place order including preparation of reports on expenses and office budget.
- Organize a filing system for important and confidential office documents
- Provide assistance to maintain monthly work plan of programme activities

Financial role

- Maintain books of accounts of the project and ensure smooth functioning of the accounting systems and record keeping pertaining to the project.
- Store and preserve all the valuable and necessary documents and records related to project accounting.
- Maintain Accounting Software for Project Accounts and update regular posting, where necessary.
- Report on daily cash balance.
- Maintain Fixed Asset Register and stock registers of Project.
- Preserve all project related documents/ records/ data including hard and soft copy back-up.
- Assist the Senior Accounts Officer to prepare annual budget, monthly and periodical financial statements.
- Assist and cooperate Internal and External audit of the Project.
- Support to procurement of goods, materials, equipment.
- Check and verify bills and voucher received from PMO project staff in line with agreed budget and ensuring submission of bills to BDRCS NHQ in time.
- Ensure salary payment to the staff and volunteers and other personnel's involve with the project.
- Ensure procurement of goods and service necessary for the project in accordance with the existing financial and procurement policy of BDRCS.

Person Specification:

Education and experience:

- Bachelor degree in commerce/Finance, BBA
- At least 3/5 years working experience in financial management including office administration
- Having excellent skill on written, verbal communication and time management

Skills and abilities:

- Proficiency in MS Word, Excel, PowerPoint
- Typing skill on Bangla and English language
- Fluent in English and Bangla

Personal qualities:

- Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
- Act at all times in accordance with the Code of Conduct
- Integrity & high standards of personal conduct
- Listening skills; Cultural sensitivity; Flexibility & adaptability; Team player and gender sensitive
- Assist the organization on occasion, in times of national, international, local emergencies or major disasters

Lateral relationships:

- a. Establish and ensure effective working relationships with members in the team of AmRC/IFRC, PNSs, PMO team and respective RC unit

If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent passport size photograph and mentioning the name of the position in subject line to hr@bdrcs.org before 5:00 pm, 13 December, 2018.

***Only short listed candidates will be invited for interview.
BDRCS is an equal opportunity employer.***