



Bangladesh Red Crescent Society

National Headquarters

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

VACANCY ANNOUNCEMENT

Job title	:	Finance Officer
Duration of contract	:	1 year
Salary	:	Negotiable
Number of Post	:	01
Age	:	36 years maximum (Age limit will be relaxed in case of potential candidate)
Duty station	:	Unit Office, Cox's Bazar

Position Summary:

The Finance Officer will be responsible for ensuring overall financial management of the BDRCS Cox's Bazar Unit. The incumbent will work closely with ULO and Program Office Cox's Bazar Unit and maintain strong coordination with Cox's Bazar Unit Secretary, Finance Manager PMO Cox's Bazar and Director Finance NHQ BDRCS. S/he will be responsible for maintaining records and documentation of all financial transactions and produce financial statements/reports for review income/expenditure and projects implemented through/by the BDRCS Cox's Bazar Unit, using both, paper trail (Manual) and computerised financial software (Tally).

Duties and Responsibilities:

- Ensure financial book keeping of all transaction (Programs/Revenue) of Cox's Bazar Unit.
- Ensure proper maintenance of financial records of income, expenditure assets & Liabilities of the Cox's Bazar Unit.
- Ensure bills and vouchers received from different programs/individuals are in line with agreed budget.
- Verify appropriateness of documents (bills and vouchers) and required supporting documents.
- Ensure payment through cash and cheque are done according to BDRCS financial rules and regulations (standing order).
- Prepare and submit financial forecast (each project/donor) for next month(s) based on fund available and required for projects and operational cost.
- Submit request for fund based on actual requirement of the projects and operational costs.
- Reconciliation of Bank Statement for each project for each month.
- Maintain accounts for each project separately and produce monthly financial report accordingly.
- Ensure RCY volunteers allowance payment according to the PMO guidelines.
- Ensure any other payment according to project/BDRCS financial procedures and guidelines.
- Ensure procurement of goods and services necessary for the project in accordance with the existing financial and procurement policy of BDRCS.
- Support developing budget of the project/Unit in line with the activity plan or work plan of the Unit.
- Coordinate with the project team to ensure proper planning and budget.
- Perform any other duties as instructed by the competent authority (USec/ULO/PD/DirFinance)
- Assisting in the preparation of plan and budgets
- Managing records and receipts

Educational Qualification:

- Bachelor's degree in accounting/finance or business administration (master's degree preferable)

Person's Specifications:

- At least 3 years working experience in the field of finance management in non-profit organisation, preferably in development/humanitarian sector
- Sound physical and mental health
- Ability to work in a team; under time pressure; and long office hour when needed

- Proficiency in using different finance management software (Navision/TALLY etc.).
- Ability to develop financial reports and maintain cash book, ledger and stock register.
- Excellent verbal and written communication skills in English and Bengali.
- Have skills in developing an in-depth knowledge of organizational products and process

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
- Able to work in a team and respects opinions of others
- Honest and high level of integrity
- Assist the organization on occasion, in times of national, international, local emergencies or major disasters

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@bdracs.org before 5:00 pm, 10 January, 2019.

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