



## CAREER OPPORTUNITY

Founded in 1986, People's Oriented Program Implementation (POPI) is a growing Non-Government Organization (NGO) working across the country. POPI has been at the forefront of country's social and economic endeavor since inception. It envisions a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. POPI pursues a mission to work for and with people irrespective of religion, caste, ethnicity, creed, belief, age and gender who are in any form marginalization and exclusion. POPI's programmes revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 23 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI invites application from the experienced professionals with proven track record for the following position for its **Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO-III plus)** Program supported by **CARE**. Working areas of the program are 4 Upazillas of Kishoregonj District (Nikli, Itna, Mithamoin and Austogram) and 3 Upizalas of Netrokona District (Madan, Kalmakanda and Khaliajury).

Position Title : Assistant Finance Officer  
Location of posting : Kishoregonj & Netrakona.  
Contract duration : Up to 31 July 2024.  
Salary : BDT. 26,542/- (and other admissible benefits as per program allocation).

### **Key responsibilities:**

- Maintain Books of Records (Cash Book, GL etc), Petty cash, and preparing payment vouchers. Banking,
- Assist to APM/FO for preparing budget and financial reports.
- Maintain program advances status and timely adjustments.
- Assist to comply issues to the staffs Liaison with finance department CARE and organizational.

### **Benchmark:**

- M.Com with 2 years experience or B. Com with 3 years practical experience in financial management in a donor funded project.
- Skill in voucher preparation, financial data maintaining, store management, Banking, GAAP, VAT, Tax etc.
- Assist work of Finance Officer for payment, budget preparation, Cash/advance management
- Good administrative and financial management skills, ability to work in a team, Good interpersonal skill.
- Computer software skill (MS-Word, Excel and e-mail communication).

### **Application Instructions**

Deserving candidates are requested to apply with their full-length CV with a recent photograph and a cover letter to:

The Deputy Director (HR & Admin)  
People's Oriented Program Implementation (POPI)  
5/11-A, Block-E, Lalmatia, Dhaka-1207.  
Web: [www.popibd.org](http://www.popibd.org)

or

send your cv: [hr@popibd.org](mailto:hr@popibd.org)

**The last date of application is 25 May 2023**

Please mark the position applied for on the top of the envelop. Both electronic or hard copy applications are acceptable. Any persuasion of any kind will be treated as disqualification.

[POPI is an equal opportunity employer and values diversity. It is also committed to safeguarding and promoting the welfare of women, children and young people and expect all its staff to share this commitment.]

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”