



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 programs revolves around six major areas including education, livelihood development, health, rights and governance, DRR & CCA and Financial Services. At present POPI is working in 29 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 **Scaling Up Flood Forecast-based Action and Learning (SUFAL-II)** Project. Working areas of the program are Sunamganj (Dormopasha) and Netrokona (Khaliajuri).

Position Title : Admin & Finance Officer

Salary & allowances : BDT.40,000/- and other admissible benefits as per project/organization rules.

Assignment Duration : Up to September 2024

Job Responsibilities:

- S/he will be Supporting SUFAL in all administrative, financial and logistics operation in compliance with generally accepted accounting practices and CARE and ECHO's Financial, procurement and Administrative Policies and Procedures. S/he will manage, all logistics and financial support to project staff for organizing/arranging different Workshop, Seminar, Training, Meeting and other deliverable event/activities with project participants/stakeholders as well as manage vehicle, inventory and administrative reporting system and formats as required. The incumbent will ensure day-to-day administrative operations for implementation of this project.
- S/he will review/manage expenses, budget related works in coordination with the Program Managers. S/He will prepare / revise project budget reports, monitor / review expenses and material resources. S/He will also responsible for financial reporting of the project and procurement of project materials. S/he will assist to conduct periodic and annual audits and facilitate external audits.

Qualification & Others requirement:

- Bachelor /or Master's Degree preferable in Finance /Accounting/ with 3-5 years' practical experience in relevant field. This may be relaxed for the highly experienced person
- Proven skill in financial management, managing of donor funds, GAAP, GOB rules (VAT, Tax etc.) Donor rules and regulations etc.
- Skilled in budgeting, budget monitoring and review of project expenses.
- Sound and prompt in different program reporting as well as reconciliation of Program vs Financial Report.

- Clear concept on different procurement/payment procedure
- Strong safety and security awareness.
- Sound knowledge of Finance and Administration policies
- Proficiency in computer skills
- Excellent verbal and written communication skills in English
- Good understanding of MS Office applications specially excel
- Skilled in budget preparation, budget monitoring and review of project expenses
- Facilitation of Audit (internal and external)
- Knowledge on internal control process, HR and administration
- Good understanding on issues related to gender equity, Inclusion and protection

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.

Or Email to : .hr@popibd.org

The last date of application is December 2, 2023

Please mark the position applied for on the top of the envelop. Both electronic or hard copy applications are acceptable. Any persuasion in recruitment process will be treated as disqualification. Only short listed candidates will be called for interview.

[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”