

**Job Announcement: Officer-Finance & Accounts at People's Oriented Program Implementation (POPI)**

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization dedicated to building a prudent, hunger- and poverty-free nation where every citizen lives with dignity and equity. Operating across 36 districts in Bangladesh, POPI implements diverse socio-economic development projects and programs.

We are currently seeking skilled and experienced candidates to join our team as a Officer-Finance & Accounts.

Location: Dhaka

Contract Type: Full-time

Salary:

- Tk. 42,580/- during a 6-month probationary period
- Tk. 46,770/- upon confirmation

Other Benefits:

- Yearly increment
- Two festival bonuses
- City allowance
- Mobile allowance
- Boishakhi allowance
- Gratuity
- Contributory provident fund
- Other facilities as per organizational policy.

Educational Qualification: Master degree in Finance or Accounting from any reputed university.

Job Summary:

The Officer (Finance & Accounts) will play a crucial role in ensuring the seamless execution of financial operations, including monitoring bank accounts, managing petty cash, and supporting overall financial activities. The role will report to the Director - Finance & Accounts.

Key Responsibilities:

- Maintain cash book, bank book, and ensure proper ledger posting
- Monitor bank accounts and manage funds daily
- Ensure timely updates to all books of accounts
- Facilitate salary payments for project staff
- Ensure timely payments to suppliers
- Manage and reconcile petty cash
- Handle cash/treasury unit responsibilities
- Verify bank reconciliation statements
- Assist in budget preparation and control
- Contribute to formulating the yearly work plan for the finance unit
- Open/close bank accounts and update signatories as needed
- Reconcile staff gratuity fund accounts with financial statements
- Facilitate fund transfers to branches
- Manage and update all financial transactions and bank loans in line with organizational policies
- Maintain accounting software effectively

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Additional Job Requirements:

- Minimum 3 years of experience in a relevant field
- Strong communication skills
- Willingness to travel to program areas
- Proficiency in MS Office and internet applications
- Maximum Age: 40 years

### Application Instructions

Prospective persons who feel confident to fulfill above requirements are requested to send CV with a cover letter to, HR & Admin department, People's Oriented Program Implementation (POPI), 5/11-A, Block-E, Lalmatia, Dhaka-1207, and Or E-mail: [hr@popibd.org](mailto:hr@popibd.org), Website: [www.popibd.org](http://www.popibd.org).

Please mark the position applied for on the envelope or in the e-mail's subject line. Any persuasion will result in disqualification of the candidate. Only shortlisted candidate will be called for written test and interview.

Equal opportunities: POPI values diversity in the workplace and is committed to ensure equal opportunity for both male and female. We encourage applications from all suitable candidates regardless of gender, race, family or marital status, ethnicity, age, sexual orientation, caste or religion.

Note that any form of canvassing will lead to disqualification, and only shortlisted candidates will be contacted for an interview.

**Closing date for applications: 30 November 2024**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”

Website: [www.popibd.org](http://www.popibd.org)