



Job Description

October 27, 2021

Finance and Logistic Officer

Anando (Promotion of Culture and Youth Resource Development) is a non-government, non-political and non-profitable national organization, established in 1997 and its mission is to strive for culture of development and peace through integrated development approach, which enables individuals and communities to become self-reliant. Anando is inviting application for the project of **'Improved resilient livelihoods opportunities of migrant workers and returnees of host communities (post COVID-19 recovery) at Ramu, Cox's Bazar, Bangladesh'** funded by **BMZ through Welthungerhilfe-Germany** for the following position.

- Position Title** : **Finance Officer and Logistic officer**
- Position Number** : **01**
- Job Location** : Cox's Bazar
- Duration of Project** : 2 years (Starting from 1st November 2021)
(Project may further extend on depend of donor funding)
- Application Deadline** : **November 09, 2021**

Job summary:

The Finance and Logistic officer will be responsible for finance and Logistic management of the project at field level. S/he will also be involve with other project support activities and procurement. Conducting day to day project finance operation like prepare voucher and payment for vendors, payment of project staff salary and maintain cash book and leader, bank book and other registers and also ensure the Supply Chain Management and Procurement guideline as per policy.

Requirements:

- At least 5 years working experience in accounts department with a development organization (NGO). Computer literacy in MS-Excel, MS-Word essential.
- Bachelor's degree in Accounting/ Commerce/ Business Administration (Master's preferred) or Master degree in Logistic or business study/ related subject
- Excellent language skill in English and Bangla

- At-least 5years of experience in development organization in the field of Logistic or Supply Chain Management
- Good knowledge on computer in MS Office.
- In-depth knowledge and understanding of procurement management, procurement ethics and donor compliance
- Good knowledge on Public Procurement Rules, VAT, Tax and Customs duty, etc.
- Previous work experience with Finance officer and Logistic in INGOS
- previous work experience in refugee camps
- previous work experience in emergency settings

Job Description / Responsibility

- **Budget Follow-up:**
 1. Prepare periodic (Monthly/Quarterly) budget variance analysis reports, prepare and revise annual budget as per need,
 2. Ensured the expenditure are incurred and booked in accounts respective budget line, follow up and report to Project Coordinator,
 3. Review the budget variance (under/Over spent) in the Budget line item.
- **Books of Accounts & Reporting:**
 1. Check & ensure all bill voucher, finance documentations are made available on demand,
 2. Maintain up-to-date books of account, data entry and preserve all kinds subsidiary registers,
 3. Ensure all receipts and follow up of settlements of advances and evidences,
 4. Ensure all payments are charged into approved budget line,
 5. Ensure timely and properly deduction of supplier's VAT, TDS and personal Tax, and deposit of taxes timely and preserves the all relevant documents,
 6. Ensure fund request, financial report and relevant documents are prepared in time,
 7. Maintain all kinds of banking transactions and associated tasks including bank reconciliation,
 8. Maintain Tally Accounting Software in Accounting.
- **Program support and Documentation:**
 1. Conduct field visit to examine the financial documents, verification, provide feedback and support to financial dealings at all level,
 2. Ensure delivery of classified financial data to program and Line Manger,
 3. Follow up day to day expenses/financial operation and advice to improving the lack and internal control system,
 4. Maintain liaison with central administration, finance and human resource departments.
 5. Support to organization in executing and follow up audit recommendations

Purchase and Procurement - Support and Supervision

- Develop necessary contracts and ensure purchase and procurement dossiers and documents are in order with all necessary validations from Logs, Finance, Suppliers.
- Participating in the selection of the supplier through standard procurement procedure (quotations and market assessment, defining criteria, price negotiation, assessing suppliers' documents, trade licenses and VAT/TAX papers wherever applicable).
- Supervise and ensure deliveries and receptions are according to agreement and also ensure delivery, follow-up with requesters and supervise purchase team providing necessary support.
- Prepare Supply Purchase Orders ensure reception as per quality, quantity approved or requested. Conduct market surveys, suppliers' analysis and increasing suppliers' database.
- Ensure filing of documents concerning supplies.
- Implementing the best procurement procedures at the Base to maximizes efficiency and value for money;
- Control stock management (storage conditions, reporting, expiry dates) and stock movements;
- Identify, measure and master potential risks to staff and property.
- Coordinate closely with Project Coordinators and Field Officers to ensure necessary resources are aligned and ready for immediate deployment;
- Providing relevant technical inputs and support to partner NGOS Log process when necessary.
- Develop and maintain good network of contacts to facilitate emergency responses (customs, suppliers, other etc.) and provide logistics support to any emergency responses when needed.

Salary : Taka 50,000/- per month.

After completion of probation period, other benefits (Provident fund, Gratuity, Festival Bonus & other admissible benefits) will be entitled as per organizational policy. Application with details C.V., Photograph must be reached to-

**The Executive Director,
ANANDO,
13A/4A (1st Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207
or,**

E-mail: anandojobs@yahoo.com

N.B.: Please mark the title of the position on the top of the envelope and write the position name in subject line in the email. Only short listed candidates will be contacted for interview. Any persuasion and lobby will be treated as disqualification for the applicant.

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