



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 33 districts across Bangladesh with an effective network of regional, zonal, branch and field offices.

POPI has recently signed an accord with the world-renowned Malala Fund to implement a project for supporting girls' education under 'Education Champion Network' program. The project will be implemented in Nikli Upazila of Kishoreganj district for a period of 36 months.

Under the auspices of Malala Fund, POPI is going to recruit some experienced and enthusiastic project personnel to effectively execute the operations of the said project. Hence, POPI invites applications from confident and committed individuals to immediately fill the following exciting positions:

Name of the Position : Finance and Admin Officer

Compensation : Monthly gross salary is BDT.45,600/- with two festival bonuses. S/he will be provided yearly increment during the project period.

Project Period : Up to May 2025

Major Areas of Responsibilities:

- Manage all accounting transactions and books
- Review and check all financial documents and ensure standard financial procedures for the Organization as well as for Donor
- Prepare budget forecasts
- Maintain daily cash account, petty cash record, cash journal records and cash book data entry. Reconcile daily cash statement and prepare bank reconciliation statement monthly basis
- Comply with financial policies and regulations
- Prepare FD-6 in line with approved budget and donor commitment
- Prepare periodic reports, such as balance sheets, profit & loss statements, etc.
- Maintain accurate financial records
- Perform audits and resolving discrepancies
- Assist management in the decision-making process by preparing budgets and financial forecasts
- Provide day to day admin and logistic support to program team
- Required to preserve all procurement records and financial records in accordance with the provision of the POPI's procurement guideline
- Perform any other tasks assigned by management

Key Requirements

- The applicant should be a Master's degree holder in either finance or accounting
- At least three years of experience with donor supported project
- Well conversant with Microsoft packages and the internet
- Good skills in financial reporting
- Willingness to work in remote and somewhat difficult geographical locations.

Application Instructions

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

Human Resources Department
People's Oriented Program Implementation (POPI)
5/11-A, Block-E, Lalmatia, Dhaka-1207.

Or E-mail: hr@popibd.org

Web: www.popibd.org

The last date of application is 25 April 2024

Please mark the position applied for on the top of the envelop or subject line of the email. 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.]