



POPI
CAREER OPPORTUNITY

People's Oriented Program Implementation (POPI) is a national Non-Governmental Development Organization with a vision to build a prudent nation that is free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with more than 40 diversified donor and MFI agencies operating at international, national, regional level and government entities. Currently it has been implementing multisectoral socio economic development projects and programs in 114 Upazilas of 19 districts in Bangladesh.

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)** Program in 7 (Seven) Upazilas of Kishoregonj & Netrakona district supported by **CARE**.

Position Title : Finance Officer.

Location of posting : Kishoregonj.

Contract duration : Up to June 2020.

Salary : BDT.31,513/- and other admissible benefits as per program allocation.

Educational Qualification: M.Com/B.Com.

Key responsibilities:

Financial reporting, fund projection, different payment, Maintain Financial MIS, Budgeting with monitoring and budgetary control, Expenses tracking, Maintain program advances status and timely adjustments and accomplish different financial reconciliation. Assist staff for different compliance issues, liaison with finance department CARE and organizational. Ensured USAID and GoB compliance issues to the project including procurement requirement. Facilitation of Audit (internal and external). S/He will be based in project office and has to visit field as per requirement.

Benchmark:

- Minimum of 3 years practical experience in financial management of larger project.
- Proven skill in financial management, managing of donor funds, GAAP, VAT, tax & donor compliance specially for USAID compliance requirements.
- Skilled in budget preparation, budget monitoring and review of project expenses.
- Working experience on donor funded project, proven experience accounts & finance management, documentation, inventory management, bank management, administering day to day work
- Proficiency in computer, MS office program (Word, Excel, PowerPoint) and email communication are essential.
- Good administrative and leadership skills, ability to work in a team, participatory, planning good interpersonal skill and staff supervision.
- Sound in Procurement procedure and different payment procedures.

Apply Instructions

If you feel that your qualification and experience matches with our requirements, and you would like to contribute to POPI's values and vision, please send your updated CV along with cover letter to: Deputy Director, HR & Admin Department, People's Oriented Program Implementation (POPI), House # 5/11-A, Block# E, Lalmatia, Dhaka-1207 Or E-mail to: hr@popibd.org

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

Please mark the position applied for on the envelope or in the emails subject line. Any canvassing will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: **November 19, 2017**

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