



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 **REE-CALL-2021** Project in Kishoregonj district supported by **OXFAM**.

Position Title: Accounts cum Logistics Officer

Location of posting : Kishoregonj district
Job Type : Project based
Project duration : October 2017 to March 2020.
Salary : BDT.24,000/- and other admissible benefits as per project allocation.

Educational Qualification: Bachelor in Commerce (major in Accounting/Finance).

Key responsibilities:

- Update day to day financial records in accounting software – Tally
- Review and check all financial documents and ensure standard financial procedures for the Organization as well as for Donor
- Produce financial report monthly, quarterly, annually and need based
- Produce Audit with FD-4 annually and prepare FD-6 in line with approved budget and donor commitment
- Prepare management accounts, analyze and support senior management to take decisions
- Prepare compliance checklist and orient project team
- Prepare procurement plan coordinating with central management to support in quality and timely procurement
- Analyze value for money and maintain relevant documentation
- Provide day to day admin and logistic support to program team
- Train local level beneficiaries, CBOs on financial literacy

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 send your updated CV with cover letter through 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: **April 19, 2018**

“ নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ ”