



## CAREER OPPORTUNITY

**People's Oriented Program Implementation (POPI)** is a national Non-Governmental Development Organization with a vision to build a prudent nation free from hunger and poverty where every citizen leads a life with dignity and equity. Presently it has development partnership arrangements with government entities and more than 40 diversified development partners, MFIs and other financial institutions operating at international, national and regional level. Currently it has been implementing multi-sectoral socio economic development projects and programs across 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 supported by CARE.

**Position Title** : Assistant Finance Officer.  
**Location of posting** : Kishoregonj (with frequent field visit to program area).  
**Contract duration** : Up to June 2020.  
**Salary** : BDT.23,500/- and other admissible benefits as per program allocation.

### Key responsibilities:

Maintain Books of Records (Cash Book, GL etc,) Petty cash and preparing payment vouchers. Banking, Assist to APM/FO for preparing budget and financial reports. Maintain program advances status and timely adjustments. Assist to comply issues to the staffs Liaison with finance department CARE and organizational. S/he will be based in project office and has to visit field frequently.

### Benchmark:

- M.Com with 2 years experience or B.Com with 3 years practical experience in financial management of a large project.
- Skill in voucher preparation, financial data maintaining, Banking, GAAP, VAT, Tax etc.
- Assist work of Finance Officer for payment, budget preparation, Cash/advance management.
- Good administrative and financial management skills, ability to work in team, Good interpersonal skill.
- Computer software skill (MS-Word, Excel and e-mail communication).

### 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 (two referees, recent PP size photograph, photocopies of NID/Smart Card and all academic & experience certificates) 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](mailto:hr@popibd.org)

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

**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.

Closing date for applications: **December 31, 2018**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ ”