

**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 professional with proven track record for the smooth implementation of '**Engaging Communities and Authorities to Tackle Oppression (ECATTO)**' Project to be implemented in 3 Upazilas of Kishoregonj District (Sadar, Pakundia and Hossainpur) for the period of January 2019 to December 2021 funded by Manuser Jonno Foundation.

**Position Title** : **Finance and Admin Officer.**  
**Location of posting** : Kishoregonj.  
**Contract duration** : Up to December 2021.  
**Salary** : BDT.30,000/- and other admissible benefits as per Project allocation.

**Educational Qualification:** Master of Commerce.

**Key responsibilities:**

**Finance & Admin Officer** is reportable to the Project Coordinator. S/he is responsible for working on donor funded project. S/he will also responsible for working on accounts & finance management independently, coordination, communication, preparing report, audit/financial monitoring, documentation, inventory & procurement management, bank dealings, and also administering day to day work.

**Job Responsibilities**

- Minimum of 5 years practical experience in relevant field.
- Should have proven experiences of maintaining books of accounts, preparing report, audit/financial monitoring, documentation, inventory management, bank dealings, cash flow and transaction independently.
- Clear understanding of Government VAT, Tax policy, NGOAB dealings and other relevant compliances

**Additional Requirements**

- Proven knowledge of procurement.
- Basic knowledge of budget handling.
- Good computer skill on MS Office and Internet application.

**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: **October 27, 2019**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দমনীয় অপরাধ”