



## CAREER OPPORTUNITY

POPI is launching a project titled `Recovery and Advancement of Informal Sector Employment (RAISE) jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, POPI will implement the RAISE project in its catchment area.

POPI invites application from the experienced professionals with proven track record for the following position for seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

**Position Title** : Accounts Officer

**Location of posting** : Anywhere in Bangladesh

**Salary & allowances** : BDT. 40,300/- and other admissible benefits as per project/organization rules (Inclusive of all applicable Tax as per the law of Bangladesh)

**Work Station** : Working area of POPI; extensive field visit across the country is required.

**Assignment Duration** : Tentative 5 Years (Annually renewable based performance)

### **Job summary:**

The Accounts Officer will be responsible for maintaining project accounts at PIU. He/She will also be responsible for releasing fund form the PKSF and will work under the direct supervision of the Coordinator of PIU.

### **Job Responsibilities:**

- Maintain all books of accounts of the project and maintain bank accounts, cash management, fixed assets management, stock management, advance and reimbursement, audit arrangements, TAX and VAT regulations and compliance with the project;
- Prepare budget and ensure actual expenditure is in line with the budget, maintain disbursement, reconciliation, and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006;
- Assist in preparing monthly, quarterly and annual financial reports and any other related reports as per project requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts, and finance; and
- Perform any other tasks assigned by the management.

### **Educational Qualifications:**

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3rd Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;
- Training in Financial Management will be treated as extra quality;

### **Additional Requirements:**

- Age at most 50 years
- At least 5 years of experience in accounts and finance related work in any reputed organization.
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skills of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills.
- **Qualified women are strongly encouraged to apply.**

## **Application Instructions**

If you feel that your qualification and experience match with the requirements please send your updated CV (two referees, recent PP size photograph, photocopies of NID 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 email's subject line. Any act of persuasion will result in disqualification. Only short listed candidates will be called for interview.

Closing date for applications: **September 30, 2023**

“নারী ও শিশু নির্যাতন এবং ঝুঁকিপূর্ণ শিশুশ্রম দণ্ডনীয় অপরাধ”