**Bangladesh Red Crescent Society**

National Headquarters

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

**Vacancy Announcement**

**Job title : Finance Assistant (Contractual)**

Duration of contract : 12 months

Salary : Negotiable

Age : 36 years maximum (age limit will be relaxed in case of potential candidate)

Duty station : Cox’s Bazar

**Roles and Responsibility:**

**Administrative role**

* Manage office supply stock and place order including preparation of reports on expenses and office budget.
* Organize a filing system for important and confidential office documents
* Provide assistance to maintain monthly work plan of programme activities

**Financial role**

* Maintain books of accounts of the project and ensure smooth functioning of the accounting systems and record keeping pertaining to the project.
* Store and preserve all the valuable and necessary documents and records related to project accounting.
* Maintain Accounting Software for Project Accounts and update regular posting, where necessary.
* Report on daily cash balance.
* Maintain Fixed Asset Register and stock registers of Project.
* Preserve all project related documents/ records/ data including hard and soft copy back-up.
* Assist the Senior Accounts Officer to prepare annual budget, monthly and periodical financial statements.
* Assist and cooperate Internal and External audit of the Project.
* Support to procurement of goods, materials, equipment.
* Check and verify bills and voucher received from PMO project staff in line with agreed budget and ensuring submission of bills to BDRCS NHQ in time.
* Ensure salary payment to the staff and volunteers and other personnel’s involve with the project.
* Ensure procurement of goods and service necessary for the project in accordance with the existing financial and procurement policy of BDRCS.

**Person Specification:**

**Education and experience:**

* Bachelor degree in commerce/Finance, BBA
* At least 3/5 years working experience in financial management including office administration
* Having excellent skill on written, verbal communication and time management

**Skills and abilities:**

* Proficiency in MS Word, Excel, PowerPoint
* Typing skill on Bangla and English language
* Fluent in English and Bangla

**Personal qualities:**

* Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
* Act at all times in accordance with the Code of Conduct
* Integrity & high standards of personal conduct
* Listening skills; Cultural sensitivity; Flexibility & adaptability; Team player and gender sensitive
* Assist the organization on occasion, in times of national, international, local emergencies or major disasters

**Lateral relationships:**

* 1. Establish and ensure effective working relationships with members in the team of AmRC/IFRC, PNSs, PMO team and respective RC unit