**JOB OPPORTUNITY AT MAX FOUNDATION BANGLADESH**

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| Job Title | Monitoring and Finance Officer ( regional offices) |
| Project/Programme | Max NutriWASH |
| Location of job | Patuakhali and Khulna |
| No. of Vacant Position | 02 |
| Report to | Project Manager, Max NutriWASH, Max Foundation Bangladesh |
| Deadline application | January 25, 2019 |

Max Foundation, a Dutch INGO established in 2004, fights child mortality with an integrated approach. This approach has proven to be the most economical, efficient and effective way to combat infant mortality. Max Foundation started its programme operation in Bangladesh in 2012. Meanwhile, it has supported over 1000,000 people in 1,250 communities to receive Max-WASH services. Max Foundation is active in rural areas of 9 districts in Bangladesh focusing on the needs of poor, hard-to-reach and most vulnerable people. The mission of Max Foundation is to save as many children’s lives in the most efficient and effective way. Our integral approach of WASH (Water, Sanitation and Hygiene) and health, stunting components like safe motherhood, nutrition is very effective in preventing child mortality. According to the Bangladesh Demographic and Health Survey 2014, 36 percent of children under 5 are considered to be short for their age or stunted, while 12 percent are severely stunted (below -3 SD). Rural children are more likely to be stunted than urban children (38 percent compared with 31 percent). Stunting is most prevalent in Sylhet (50 percent) and lowest in Khulna (28 percent).

To support our growth and ambitions, Max Foundation Bangladesh is looking for experienced Project Audit and Accounts officer**.**

1. **Education: -**

* Master/MBA in Accounts/Finance/ CA CC or proven experience related to this field, with no 3rd class/GPA below 2.50 in any public exam.

1. **Experience: -**

* At least 3 years experiences in Audit, Finance, Accounting records etc.
* At least 2 years of working experiences in management position in any International NGO or reputed National NGO;
* Have sound understanding in Audit, Administration and Management.
* Experience in working with partner NGOs/organizations and communities.

1. **Required Skills, Knowledge and Characteristics:**

* Should be innovative and have analytical skill;
* Ability to speak & write good quality English is must,
* Excellent Computer skills (Excel, Word, PPT etc.),
* Leadership (ability to motivate and develop others)
* Ability to represent the value-for-money Max- Job WASH - Ability to coach and mentor PNGO technical team.
* Should have skill to operate Accounting software’s.
* Physical, mental and social fitness for extensive field travel and agreed to spent more than 50% time in the field anywhere in Bangladesh (using public transport)
* Excellent skill in staff facilitation/training - Excellent skill in document writing, presentation and report writing
* Ability to work in an international team environment.
* Willing to work in the District level in Khulna or Patuakhali (Job Location).
* Should have Knowledge in PBR (Payment by Result) or ABC Costing.

1. **Reportable to:** Project Finance Manager, Max NutriWASH, Max Foundation.
2. **Salary & benefits and contract:**
3. **Salary & Allowances/Month:**

* Gross salary: BDT. BDT.45,000 – 50,000. per month (including all tax and levies) depending on experience; with a maximum annual increment of 10% (subject to the annual performance evaluation report);
* Benefits: 2 Festival bonus equivalent to 1 month gross salary;
* Other admissible benefits as per Max Bonuses equaling Foundation policy;
* Applicable income taxes will be deducted from employee

1. **Contract:**

* Contractual.
* Open ended, subject to annual renewal (based on annual performance evaluation report).
* Six (06) months’ probation starting from the joining date.
* Reporting to: Project Finance Manager, Max NutriWASH Program, Max Foundation Bangladesh Country Office.
* Job Location: Based in Regional Offices at Khulna and Patuakhali.

1. **Age Limit:**

* Maximum 35 Years

1. **Job description:**
2. **Accounts and Audit:**

* Accountable for the development and coordination of the Organization’s internal auditing activities in timely manner.
* Analysis, development and implementation of internal auditing policies, procedures, and program for Accounts, Purchase, Inventory & Production.
* Stock/Assets valuation and purchase rate verification regularly.
* Review of the accuracy accounting procedures.
* Review Advances from time to time and report for long pending unadjusted advance.
* Regular and surprising visits of all PNGO’s field offices and projects to ensure adequate internal control.
* Checking of every bill/voucher before payment.
* Survey functions and activities in assigned areas to determine the nature of operations, and adequacy of the system of control to achieve established Results declared by PNGO’s.
* Supervise or conduct independent audits of Organizations records and activities, and prepare variance analyses of the departments for management.
* Investigate and determine causes of irregularities and errors independently.
* Recommend corrective action and suggest improvement.
* Support PNGOs in performing accounting transections in terms of recording, technical information etc.
* Help PNGO’s and Dhaka Office in preparing yearly, quarterly Budget.

1. **Others**

* Work jointly with other Program team, officers and practice team building approach.
* Represent and uphold MFBD, its programs and interests.
* Support Project manager for planning, managing and reporting as per required.
* Respect and follow MF’s values, operational approach, financial and administrative procedures.

**Application procedure :** Interested candidates are requested to send their application with detailed CV (not more than 3 page), passport size photo, scan copy of all academic and experience certificates through email to [hrmmfb@gmail.com](mailto:hrmmfb@gmail.com) on or before January 25, 2019. Only short listed candidates will be contacted for interview. **Female are equally encouraged to apply. Please do not forget to mention to the job title on the subject line of the mail.**

**Please note:** Candidates from Max Foundation’s current partner organizations will require proper channel with no objection letter from Executive Director/CEO/Chairman/supervisor of respective organization.