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| **Position: Project Associate – Finance & Administration (Based in Cox’s Bazar)** | |
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| **Organizational Information** | |
| Reports to:  Direct Reports:  Unit:  Location:  Eligible for overtime: | Deputy Manager Finance  0  1-2  3-5  6-10  11+  Programs  Bangladesh – Cox’s Bazar Project Office  No |

**ABOUT IPAS**

Ipas is a nonprofit organization working with partners around the world to advance reproductive justice by expanding access to abortion and contraception. We aim to build sustainable abortion ecosystems that address all factors impacting a person’s ability to access abortion—from individual health knowledge to social and community support, to a trained health workforce, to political leadership and supportive laws. In Bangladesh Ipas works since 2011 and from its inception in the country we work closely with the Ministry of Health and Family Welfare to ensure that women and girls can enhance their sexual and reproductive health via affordable, safe, respectful, and comprehensive abortion and contraceptive care. Ipas works throughout the country- in rural settings, in urban areas and in the humanitarian settings

# Job Summary

Project Associate - Finance & Administration assists Ipas Bangladesh Cox’s Bazar project and finance team in reviewing bills/vouchers, accounting and general financial and administrative management to support the country program. The responsibilities of this position include reviewing of invoices, expenses reports, timely accounting entry in financial software, payment and coordination with Ipas Bangladesh project and country office team members as necessary. S/he is also responsible for assisting with month ends, other reporting and providing assistance in budget vs actual expenditure tracking in accordance with the Ipas Standard Operating Procedures (SOPs).

# Key Responsibilities

**Payment Processing:**

* Scrutinize all vendor bills/invoices as per Ipas SOP and financial manual, ensure mathematical accuracy and calculation of necessary deduction as per statutory rules, prepare voucher package for payment.
* Review expense reports and provide assistance/support for necessary correction.
* Support program staff in proper account coding of the expenses, requisitions etc.
* Assist/collect quotations for procurement of logistics and services for meeting, training and workshops.
* Ensure timely payment to vendors and make required coordination.
* Maintain petty cash.
* File all accounting and voucher related documents as required.

**Workday Entry/Accounting:**

* Make entry of transactions in Workday, bank register and advance register.
* Review expense reports in Workday.

**Reporting:**

* Assist/prepare monthly budget vs actual report immediately after month end and share with Project Manager and team.
* Any other duty as may be assigned by the supervisor.

**Budgeting and budget monitoring:**

* Assist project team to prepare budget for different program events.
* Provide assistance in monitoring activity budget vs actual expenditure.

# Qualifications and Experience

* Master of Commerce in Accounting, Management or Finance from a reputed institution.
* At least 5 years of professional work experience preferably two years with an international NGO.
* Well organized, ability to assume broad responsibilities for complex administrative functions.
* Relevant technical expertise with financial accounting methods.
* Demonstrated computer experience and use of accounting software.
* Fluency in written and spoken English.
* Ability to organize people and activities.

# Salary & Benefit

Annual gross salary BDT 882,912 and other benefits include:

* 10% Contributory Provident Fund
* Festival Bonus, equivalent to one month’s gross salary per year
* Gratuity, equivalent to one month's gross salary based on the last gross pay for every completed year of service
* Health insurance coverage, including spouse
* Life Insurance
* Professional development opportunities

IPAS Bangladesh will seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to IPAS Bangladesh requesting the information specified above.

**How to Apply**

Interested and qualified candidates should submit their CV/Resume including at least two professional references, as well as a Cover Letter stating the suitability for the position in Ipas Job portal by clicking  [Ipas bd jobs](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/details/Project-Associate---Finance---Administration_R655?locations=eb47465604b101db6e3bde1eb800dc08)