

## Mahideb Jubo Somaj Kallayan Somity (MJSKS)

**No. of Vacancies: 02 (Male/Female)**

**Assistant Finance and Admin Officer (AF & AO)**

Apply Eligibility: Inhabitants of Rangpur Division only.

Under SHOUHARDO III Program

**Funded by:** USAID & GOB.

**Supported by:** CARE Bangladesh

**Job Nature:** Full-time

**Job Summary:**

Maintain Books of Records (Cash Book, GL etc), Petty cash, and preparing payment vouchers. Banking, Assist to APM/FO for preparing budget and financial reports. Maintain program advances status and timely adjustments. Assist to comply issues to the staffs Liaison with finance department CARE and organizational. S/he will be based. **Experience & Additional Job Requirements:** Skill in voucher preparation, financial data maintaining, Banking, GAAP, VAT, Tax etc. Assist work of Finance Officer for payment, budget preparation, Cash/advance management Good administrative and financial management skills, ability to work in a team, Good interpersonal skill. Computer software skill (MS-Word, Excel and e-mail communication). In project office and has to visit field frequently.

Place of assignment – respective supervisor Upazila Coordinator and closely works with TOs, FTs, Finance Officer, Admin Section, Program Officer as well as indirect/directly communication with APM-Finance & Operation.

**Reportable to:** Finance Officer, SHOUHARDO III Program

**Qualifications and other requirements.** M.Com with 2years experience or B.Com with 3 years practical experience in financial management of a large project

**Working Place:** Upazila Offices under Kurigram district.

**Salary:** 17.136/-

Job Source: Bdjobs.com Online job posting

### **Apply Instruction**

Interested candidates are requested to apply with a complete CV with cover letter, Mobile no, copy of educational certificates, experience certificate, 2 copies of passport size photographs National ID, name and address of two references (whom job in reputable NGOs) Email address & Mobile no, to the following address: **Advertiser, Post box no-03, Main Post Office, Kurigram-5600 or mjsks.hrd@gmail.com.** The selected candidate should have to join immediately upon the appointment. Any form of persuasion will be considered as disqualification.

*Women are encouraged to apply*

Application Deadline: 29 November, 2018.

**Company/Organization Information** MJSKS

Address: Post Box: 03, Main Post Office, Kurigram-5600. or email address.mjsks.hrd@gmail.com

Web :[www.mjsks.org](http://www.mjsks.org)