

## **Job Vacancy:**

**United Purpose (UP)** is a UK based International NGO working in Bangladesh since 1993 with the vision to see a world where justice, dignity and respect prevail for all with a mission is to challenge poverty and inequality through working in partnership.

United Purpose is currently implementing a project which is designed to strengthen social cohesion and civil society capacity in Cox's Bazar district through addressing the socioeconomic needs of vulnerable households in selected communities affected by the refugee influx, building the technical capacity of local organizations to plan socioeconomic interventions, improve service delivery and sustain development contribute to community-driven, gender-responsive, market-oriented socioeconomic development of the Cox's Bazar district that promotes social cohesion, civil society capacity in host communities. This will be achieved through creation of diversified and resilient economic opportunities for poor and vulnerable households particularly for women and girl and other marginalized groups such as ethnic minorities in the selected 18 Unions under 6 Upazila of Cox's Bazar District.

United Purpose is looking for a qualified and motivated individual to fill up the following position:

<b>Job Title:</b>	Finance & Administration Officer
<b>Grade:</b>	Grade IIIC
<b>Line Manager:</b>	Country Finance Manager
<b>Job Location:</b>	Field Office Ukhiya, Cox's Bazar
<b>Salary and Other Benefits:</b>	As per organizational policy

If you think you are the right candidate, please apply following the instructions given below:

### **Application Procedure:**

- Please fill in your CV in official form available here. Application other than specified format shall not be considered.
- Please submit your CV at [upb.recruitment@united-purpose.org](mailto:upb.recruitment@united-purpose.org)
- You must use the Name of the Position in the subject line of email.
- **Application to be submitted by 19 November 2022.**

### **Key Tasks:**

- Under the supervision of Country Finance Manager in consultation with Project Manager and Unit Head, oversee Cox's Bazar Office Accounts including financial administration;
- Ensure that-all financial transaction conform with a) the organization's Financial Procedures, Policies and b) any relevant donor requirements;
- Ensure all accounts documents, including bills, receipts and dockets, are safely and securely filed according to organizational procedures;
- Ensure that, all payments are made on time;

- Ensure that, all vouchers and bills are properly checked;
- Ensure all HR files are updated regularly;
- Ensure staff leave records are updated regularly;
- Ensure inventory register are kept update on time;
- Ensure support all logistics as required on time;
- Monitor and audit of local partner's accounts, if any;
- Ensure the compliance of donor requirements;
- Liaison with Bank, and other stakeholders as required;
- Deduction of VAT and Taxes as per Government rules and deposit to Government treasury;
- Prepare monthly financial report and submit to country office on time.
- Prepare periodic financial report for submission to donor on time;
- Responsibility for bringing to the Country Finance Manager's attention of all financial systems and matters which are unclear and/or potentially challenging.

#### **Key competencies required:**

- Masters in Accounting/Finance preferably CA CC
- Minimum 5 years of practical experiences in relevant field. Experiences with International NGO will get preference
- Proficiency in MS office tools, including Word, Excel and Power Point
- Practical knowledge on operating Tally Software
- Verbal and written communication skills in English
- Sound knowledge on Tax and VAT rules and regulations
- Knowledge on networking & communication

#### **Assessment:**

- **Long listing:** Fulfilment of minimum qualifications
- **Shortlisting:** Candidates with higher qualifications are shortlisted.
- **Written Test:** Assess analytical skill under time constraints. Scheduled online written test.
- **Interview:** Competency based interview.

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#### **Other Information:**

- **Stipend and other benefits:** As per United Purpose HR Policy.
- **Career Growth:** In an international environment, there is excellent opportunity for professional growth in development sector.

#### **Special Notes:**

1. The United Purpose is committed to ensuring gender balance in its team. Female candidates are strongly encouraged to apply.

*2. Warning: United Purpose does not engage third party or charge any fees at any stage of its recruitment process. Therefore; all applicants are advised to kindly follow the instructions of this document only.*