



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) SDS (Shariatpur Development Society)

Date: 30 October, 2024

Circular No: 2024-2025.000.15

Career Opportunity (Re-Advertisement)


SDS (Shariatpur Development Society) is implementing a project on **B-PEMS AugroJatra Climate Change** in Shariatpur district, funded by The Winrock International. To ensure the quality implementation of the project. SDS intends to recruit project staff from qualified candidates of Bangladeshi nationals.

Name of Project	: B-PEMS AugroJatra Climate Change
Job Title	: Finance & Admin Officer
Vacancies	: 01
Salary	: Consolidated TK. 30,000 per month and other admissible benefits as per project budget.
Education Requirement	: Masters in Accounting/Finance.
Working Experience	: At least 03 year experience in accounting and admin section and experiences in NGO's project will get priority.
Job Requirements	: <ul style="list-style-type: none">• Knowledge about accounting software.• Have sound Knowledge on budgeting, Accounting, Procurement, Inventory Management, VAT/Tax and financial reporting.• Good working relationships with colleagues and Partners• Communication in English and using the internet and social media.
Job Responsibilities	: <ul style="list-style-type: none">• Manage all financial operations and ensure logistics & administrative support to the project.• Ensure timely and accurate financial practices, including cash management, financial disbursements, ledgers, VAT & TAX all types of payment etc. and maintain all financial records.• Manage financial control, prepare budget, requisitions and financial reports as per requirements.• Maintain cash book, ledger book and others registers like stock register, inventory, fixed assets etc.• Maintain all sorts of bank transaction.• Monitor the expenditures to ensure that program funds are utilized appropriately.• Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.• Maintain all documents and record for any purchase procedures of project• Assist to maintain donor agreements, staff contract, staff personal files, staff leave register, staff attendance register, staff movement and leave the register.• Coordinate the internal and external audit teams• Any other task assigned by the authority.
Age limit	: Minimum 27 years
Job Location	: Shariatpur
Application sending address	: SDS Head Office, Sadar Road, Shariatpur-8000, Bangladesh
E-mail	: recruitmentsdsbd@gmail.com
Last date of application	: 06 November, 2024

Interested candidates are requested to send their CV in PDF format, Recent Passport size color Photograph with a cover letter for the above position to the Executive Director, SDS (Shariatpur Development Society). Write down the mobile number in the application and the name of the position on the top of the Envelop or Email subject line.

Short listed candidates will be called for the interview. Candidates accuse of abuse of women and children, sexual exploitation & abuse, and sexual harassment do not need to apply.

SDS (Shariatpur Development Society) is an equal opportunity employer.


30/10/2024
Amala Das
Deputy Director
Human Resources Department.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

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Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229