



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

Career Opportunity

Circular Number: 2024-2025.000.24

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Since 1992, SDS (Shariatpur Development Society) has been implementing developmental activities in various districts of Bangladesh as a national level non-governmental development organization with the aim of creating a livable, just and egalitarian and poverty-free society for all. SDS is going to implement the **Loss and Damage Special Initiative** at Shariatpur (Jazira, Naria and Bhedorganj Upazila) Funded by CJRF (Climate Justice Resilience Fund). To ensure the quality implementation of the project. SDS intends to recruit project staff from qualified candidates of Bangladesh Nationals.

Name of Project	:	Loss and Damage Special Initiative
Name of Position	:	Accountants Officer
Project Duration	:	1 year
Vacancies	:	01
Salary	:	Consolidated salary Tk: 37,000 per month and other admissible benefits as per project budget.
Education Qualification	:	Masters in Accounting/Finance.
Experience	:	At least 03 year experience in accounting and admin section and experiences in NGO's project will get priority.
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.• Support to the internal and external audit teams as project requirements.• Any other task assigned by the authority.
Age	:	Minimum 28-40 years
Job Location	:	Shariatpur
Application Sending Address	:	recruitmentsdsbd@gmail.com
Last Date of Application	:	20/01/2025

Interested candidates are requested to send their update CV, Passport size color photograph with a cover letter for the above position To the Executive Director, SDS (Shariatpur Development Society) SDS Head office, Sadar Road, Shariatpur-8000, Bangladesh. Only short listed candidates will be called for the interview. SDS is an equal opportunity employer.

Amala Das
Deputy Director-HR

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

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

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