



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

<https://sarpv.org/>

Recovery And Advancement of Informal Sector Employment (RAISE) Project

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Terms of Reference

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** will implement the RAISE project in its catchment area.

SARPV is a leading non-profit organization, committed to serve underprivileged communities since 1989. Our focus ranges from disability support to poverty alleviation, education, healthcare, and beyond. **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** is seeking competent project management professionals for the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Position: Accounts Officer; Vacancy: 01

The Accounts Officer will be responsible for maintaining project accounts at PIU. He/she will also be responsible for releasing funds from the PKSF and will work under the direct supervision of the Coordinator of PIU.

Major Responsibilities

- Maintain all books of accounts of the project and maintain bank accounts, cash management, fixed assets management, stock management, advance and reimbursement, audit arrangements, TAX and VAT regulations, and compliance with the project;
- Prepare budget and ensure actual expenditure is in line with the budget, maintain disbursement, reconciliation, and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006;
- Assist in preparing monthly, quarterly, and annual financial reports and any other related reports as per project requirements;
- Maintain liaison and coordination with PMU accounts department regarding project accounts, and finance; and
- Perform any other tasks assigned by the management.



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Educational and other Qualifications

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3rd Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;
- Training in Financial Management will be treated as extra quality;
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skills of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills.

Experience

- At least **5** years of experience in accounts and finance-related work in any reputed organization.

Age Limit: Maximum **50** years.

Work Station: Chakaria, Cox's Bazar; extensive field visit is required.

Assignment Duration: Initially 1 year Contract (Renewable on the basis of availability of Project fund & Duration)

Salary & Allowances: Consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other admissible benefits (if available) as per Project rules (Inclusive of all applicable Tax as per the law of Bangladesh)

Applying procedure: If the candidates feel that their qualification, exposure and experience match with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV by filling up the Google form link given below before the closing date. You have to give real and all information in the form. Interview session is expected to take place in a shortest time after the application deadline. ***Only shortlisted candidates will be contacted for the further selection process. Verification of Educational and professional experience certificates will be done after/during Interview.***

Google Form Link: <https://forms.gle/MnJSgGyDTMX4nxs87>

Last date of Application: 06/09/2024

Qualified women and People with disability are strongly encouraged to apply.

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.