

# Accounts Officer

## Daridra Bimochon Shangstha (DBS)

### Vacancy

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### Job Context

Daridra Bimochon Shangstha (DBS) 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.

### Job 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 requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts, and finance; and
- Perform any other tasks assigned by the management.

### Employment Status

Full-time

### Work Place

- Work at office. Extensive field visit is required.

### Educational Requirements

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;

### Experience Requirements

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

## Additional Requirements

- Age at most 50 years.
- 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.

## Job Location

Meherpur, Chuadanga, Kushtia, Jhinaidah.

## Salary & Allowances:

Consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

## Job Source

Bdjobs.com Online Job Posting.

## Read Before Apply

Daridra Bimochon Shangstha (DBS) is an equal opportunity organization.

Daridra Bimochon Shangstha (DBS) is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and expects staff to promote the welfare of children and adults at all times. Daridra Bimochon Shangstha (DBS) expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate this commitment are recruited to work with us.

Qualified women are strongly encouraged to apply. The authority (DBS) reserves the right to cancel one or any applications at any stage of the recruitment process.

**\*Photograph must be enclosed with the resume.**

## Apply Procedure

Interested candidates are requested to send their CV with a photograph, NID Photocopy, all educational certificate photocopy and **must be a own handwritten cover letter** to the Executive Director, Daridra Bimochon Shangstha (DBS), Ful Bagan Road, Mukharjee Para, Meherpur Sadar, District: Meherpur-7100.

Application Deadline : **16 Jun 2022**

## Published On

Date : 31/05/2022

## Company Information

Daridra Bimochon Shangstha (DBS) Address :  
Ful Bagan Road, Mukharjee Para,  
Meherpur Sadar,  
District: Meherpur-7100.

Web : [www.dbs-bd.org](http://www.dbs-bd.org)

Business : NGO