

Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the Astha Project from 01 October 2023 to 31 March 2026 supported by the Rupantar and funded by the Swiss Agency for Development and Cooperation (SDC)/Switzerland Government in Khagrachari Hill District.

Name of the post: Finance Cum Logistics Officer (01 position).

Grade/Level: B2

Contract Type: Fixed Contract (Project Duration)

Job Location: Head Office, TUS

Report to: Coordinator, Finance and Administration/District Coordinator, TUS

Salary and Benefits: As per the budget line of the approved project.

Project Duration: 1st October 2023 to 31st March 2026.

Requirement of Experience: A minimum of 3 years of relevant experience and the candidate must be capable of handling monitoring and reporting affairs independently.

Educational Qualification: Master's degree in Accounting, Management, Finance and Banking, Marketing, Development Studies, MBA, MBS and other relevant subjects from any recognized University.

Other competencies and Skills:

1. Computer skills in MS Word, Excel, PowerPoint and Internet Utilities.
2. Excellent interpersonal communication skills and ability to work independently and as part of a team.
3. Knowledge and experience in working with Local Government Institutions and line departments.
4. Willing to work with a very remote community and having a working knowledge of CHT local languages.
5. Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The Finance Cum Logistics Officer will be responsible for;

1. Work under close guidance/supervision of the Coordinator, Finance and Administration (CFA)/District Coordinator (DC) for coordination of the project.
2. Manage financial transactions, including accounts payable, accounts receivable, and general ledger entries. Provide guidance and support to project teams on financial matters. Ensure effective financial management by analyzing the budget utilization and cost variances.
3. Track and control project expenditures, ensuring adherence to approved budgets. Review expense claims and invoices for accuracy, completeness, and compliance. Identify cost-saving opportunities and areas of contribution to recommend strategies for improved financial efficiency.
4. Maintain accurate financial records and supporting documentation to ensure transparency and visibility of financial transactions.
5. Maintain inventory records, track stock levels, and facilitate timely replenishment. Manage the logistics of equipment and supplies, ensuring their proper storage, distribution, and maintenance.
6. Prepare financial reports, statements, and documentation as required. Assists in the preparation of donor reports and grant-related financial information.

7. Ensure compliance with financial regulations, accounting standards, and internal controls. Assist with the implementation and monitoring of internal audit processes. Identify and mitigate financial and logistical risks.
8. Coordinate and oversee procurement processes, including vendor selection, contract negotiation, and purchase order management. Ensure compliance with procurement policies, procedures, and regulations.
9. Regular field visits to assist the program team in event conduction and provide necessary logistical support. Monitor financial transactions and ensure compliance with organizational policies and procedures.
10. Coordinate with internal and external stakeholders to address financial queries and resolve issues. Assist with financial audits and ensure accurate and timely submission of financial documentation.
11. Coordinate logistics for project activities, including transportation, accommodation, and event planning. Collaborate with suppliers, contractors, and service providers to ensure timely and cost-effective delivery.
12. Collaborate with project teams, finance department, and other stakeholders to ensure seamless coordination between financial and logistical activities.
13. Spend 10 % of his/her working time in the field and 90% at the TUS head office.
14. Produce regular financial reports and other periodic reports to meet the timely requirements of project management as well as donors.
15. Prepare monthly/annual work plans and produce regular financial reports on a monthly, quarterly, and annual basis and submit to the Executive Director and Rupantar/donor.
16. Share updated information with the District Coordinator/CFA/ED.
17. Implement any official decisions taken by the concerned authority from time to time.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to **Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 21 September 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **22 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website (www.trinamulchtbd.org). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 23 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.

Women and person with disability will be given priority.

Note: Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.



Convener
Recruitment Committee
Trinamul Unnayan Sangstha.