

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 **Partnership for Resilient Livelihoods in CHT Region (PRLC)** a 38 months project supported by Manusher Jonno Foundation (MJF) and funded by European Union. The project aims to contribute to poverty reduction and improve the livelihoods of extremely poor households in the Laxmichari Upazila of Khagrachari district.

Name of the post: Finance and Admin Officer (01 position)

Grade/Level: B2

Contract Type: Fixed Contract (Project Duration)

Job Location: Head Office, TUS and branch Office, Laxmichari

Report to: Coordinator, Finance and Admin and Executive Director, TUS

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

Project Duration: 24 September 2023 to 31 October 2026.

Requirement of Experience: A minimum of 5 years of relevant experience is required; the candidate must be capable of handling the books of accounts and fund management affairs independently.

Educational Qualification: Bachelor's degree in Commerce or Business Studies or Business Administration and other relevant subjects from any recognized private/public University.

Other competencies and Skills:

1. Skills in Microsoft Office 365, Accounting software (Tally) and Cloud based conference platforms.
2. Relevant experience in field financial management in challenging environments.
3. Ability to manage process effectively, and work under pressure and maintain strict deadlines.
4. Excellent interpersonal communication skills and ability to work independently.
5. Good command both English and Bangla.
6. Willing to work with a very remote community.
7. Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The Partnership for Resilient Livelihoods in CHT Region (PRLC) a 38 months project led by Manusher Jonno Foundation (MJF) and funded by European Union will be implemented in the Laxmichari Upazila of Khagrachari district. S/he will be responsible for;

1. Work under close guidance/supervision of Coordinator, Finance and Admin and the Executive Director to implement the project activities.
2. Effective and accurate financial resources management and oversight.
3. Effective delivery of financial services, transparent utilization of financial resources and management of the project.
4. Analyzes and interprets the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues.
5. Control of cash management related to the project.
6. Facilitation of knowledge building and sharing focused on efficiency in management and prevention of fraud.

7. Asset management, General Administration and HR support.
8. Proper planning, expenditure tracking and audit of financial resources, including extra-budgetary income in accordance with TUS rules and regulations.
9. Oversight of project cash management process, including liquidity management, risk assessment, bank relationship management; timely accounting and reconciliation of all transactions, security for cash assets on sight.
10. Monitoring of financial exception reports for unusual activities transactions, and investigations of anomalies or unusual transactions.
11. Full compliance of financial activities, financial recording/reporting system and audit complying with TUS rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system.
12. Project business processes mapping and elaboration/establishment of internal standard operating procedures in the Finance system.
13. Continuous analysis and monitoring of the financial situation, presentation of forecasts.
14. Implementation of cost saving and reduction strategies.
15. Management of all financial resources through planning, guiding, monitoring, and controlling of the resources in accordance with TUS rules and regulations.
16. Regular analysis and reporting on the budget approvals and the delivery situation of project.
17. Elaboration of proper mechanisms to eliminate deficiencies in budget management.
18. Collection of information on internal and external clients' satisfaction and needs in order to develop improvements to services.
19. Submission of financial reports to donors on a timely and quality basis.
20. Elaboration of internal expenditures' control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; payrolls are duly prepared, monthly payment orders, travel claims and other entitlements are duly processed.
21. Timely review of cash position to ensure sufficient funds on hand for utilization in project activities.
22. Primary contact with local bank management on routine financial matters.
23. Ensure that all project related administrative support services are implemented/delivered in an efficient and timely manner.
24. Act as project focal point for security, administrative and logistical functions.
25. Provide timely coordination and logistical support in relation to the project.
26. Undertake actions related to the administration of the unit's human resource activities.
27. Provide information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.
28. Updates information to ED.
29. Implements any official decisions taken by concern 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 19 September, 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

Short list will be announced on **20 September 2023 at 4.30 PM** on TUS Notice Board, head office and TUS website (www.trinamulchtd.org). Only the short-listed candidates will be invited to attend the **written/viva voce test to be held at 10:00 AM on 22 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.



TRINAMUL
UNNAYAN SANGSTHA
(An organisation for Community Development)

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 take decision or changes in regard of the recruitment process.

A handwritten signature in black ink, appearing to be 'A. K. Saha', is written in a cursive style.

Convener
Recruitment Committee
Trinamul Unnayan Sangstha.