The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), an International Regional Organization invites applications from Bangladeshi nationals for the position of the Finance Assistant for its Headquarter located in Dhaka, Bangladesh.

Recruitment Status: Temporary
Division/Unit: Finance Unit
Location: Dhaka, Bangladesh
Duration of Assignment: Initially for a period of 06 (six) months. There exists the exciting potential for this position to transition into a permanent role, providing an opportunity for long-term growth and career development within our organization.

Key Responsibilities:
Under the direct supervision of the Finance Officer, the Finance Assistant is responsible for carrying out the following duties and responsibilities:

- Maintain financial records (files/documents) as well as inventory of the financial files;
- Prepare monthly payroll and disburse it accordingly on timely basis;
- Prepare and issue Pay Slip of monthly salary to the staff members;
- Posting of accounting entries to the Tally accounting software;
- Check bills in compliance with policy and procedure of the organization;
- Write Cheques and provide cheques to the respective vendors and get acknowledgement;
- Receive cash and cheques, provide Money receipt to the client, and deposit to the bank on daily basis;
- Management of Petty Cash and replenish it as per requirement;
- Prepare tax documents for the organization and salary certificate of the staff members;
- Assist on Submission of monthly VAT returns on timely basis;
- Initiate and process for changing signatories of operation of CIRDAP bank A/Cs as and when required;
- Assist to maintain Contributory Provident Fund (CPF) of the Staff Members;
- Assist to prepare the monthly financial reports and annual financial statements;
- Preparation of Income Statement of CICC;
- Maintain Fixed Assets Register;
- Assist during audit and establishing internal control;
- Assist on day-to-day regular finance work; and
- Perform any other duties as assigned.

Educational Qualifications:
Master Degree in Accounting/Finance/ BBA MBA in Finance from any reputed Public/Private University. Chartered Accountancy Course Completion is preferable.

Required Experience & Other Qualifications:
- Minimum 3 Years’ experience in development sector (Non-Government Organization). Preference will be given to the candidates having experience in INGO/UN.
- Sound Knowledge in Accounting and Finance;
Experience on Tally Accounting Software;
Excellent computer skills, particularly Excel & Word (MS Office in general).
Good communication skills;
Self-starter and good organizer;
Transparent and independent;
Honest, sincere and dedicated towards the organization.

Age: Age 25-35 years.

Salary:
Negotiable

Other Benefits:
As per policy of CIRDAP.

Application Procedure:

(1) Download and fill up Personal History Form from [https://cirdap.org/2018/03/01/vacancy/](https://cirdap.org/2018/03/01/vacancy/)

(2) Submit scan copy of the following documents only

(i) Cover letter  
(ii) Recent CV with recent photograph  
(iii) Filled up CIRDAP Personal History Form  
(iv) Experience certificates  
(v) Educational certificates

(3) All the mentioned documents should be submitted to following email address only:
hr@cirdap.org

Please note:
Candidates are requested to read and follow the application procedure strictly; any incomplete application and wrong submission will not be considered. Any kind of persuasion will disqualify the candidature.

Caution: Please note that CIRDAP never asks for or ever accept any fees or any type of monetary benefits for recruitment process. Moreover, CIRDAP advises you to be vigilant against any such fraudulent activities.