Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional and inter-governmental organization invites applications from Bangladeshi nationals for the position of **Finance Officer** for its Headquarters located in Dhaka, Bangladesh.

**Position Title:** Finance Officer  
**Status:** Fixed Term  
**Duty Station:** Dhaka, Bangladesh

**Position Purpose:**  
Finance Officer will assume a strategic role in the overall financial management of the organization. He will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the organization. This will include direct responsibility for accounting, finance, taxation, forecasting, strategic planning, job costing, deal analysis and negotiations, and institutional financing. Job Responsibilities Direct and oversee all aspects of the Finance & Accounting functions of the organization. Managing funds to maximize return on investment and minimizing risks doing financial analysis on forecasting. Review Operational Performance. Assisting Management in the formulation of its overall strategic directions. Ensuring adequate control structures over transfer and investment of Funds. Ensure that effective internal controls are in place and ensure compliance with regulatory laws and rules for financial reporting. Ensure control of misuse of money.

**Key Responsibility Areas:**
- Ensure preparation of budget for CIRDAP based on the available resources and as per the guideline already set in a participatory approach;
- Ensure all transactions are accounted for on timely basis. Books of accounts are kept as per requirement of the organizational rules & procedure;
- Oversee preparation of monthly, quarterly & yearly financial statement which includes Balance Sheet, I & E, Budget variance statement with reasons for variance & supporting schedules. Respond the audit queries and initiate to resolve these. Properly analyze the financial statements so that appropriate decision can be taken by the senior management in terms of investment, liquidity;
- Monitor budget, income and expenditure continuous basis and act as certifying officer;
- Ensure that financial resources are kept in safe. Maintain liaison with banks; advises the Director on cash and short-term investments. Ensure and guide for keeping the non-financial resources (Fixed Assets) as per the requirement of the policy and procedures of the organization;
- Produce Financial reports related to budgets, account payables, account receivables, expenses etc. ;
- Develop long-term business plans based on these reports;
- Manage Staffs Payroll and benefits;
- Develop strategies that work to minimize financial risk;
- Any other responsibilities assigned by the Management.
Qualification:
MBA (Relevant subject) / Master Degree with Accounting along with Chartered Accountancy Course Completed from reputed audit firms.

Experience:
Minimum 7 years’ experience in a managerial role preferably in experience in development organization and /or INGO/UN is a plus.

Competencies:
- Sound Knowledge in Accounting and Finance operations;
- Computer knowledge with good communication skills;
- Transparent and independent;
- Ability to operate Tally is a must;
- Self-starter and goof organizer;
- Demonstrate flexibility in the face of changing organization;
- Offers new solutions to problems; demonstrates an ‘outside the box’ attitude; takes an interest in new ideas and new ways of doing things;
- Commitment to continuous learning. Keeps abreast of new developments in own profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve;
- Able to balance up conflicting situation in order to manage work flow;
- Ensure the completion of expected output and meet critical deadlines;
- Should exhibit sound judgment and ability to make reasonable decision in absence of direction;
- Good team player;
- Good personal attitude such as honesty, punctuality, Integrity, dependability.

Staff members of CIRDAP are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them, but which are not part of their regular job description. Where any task becomes a regular part of an employee’s responsibilities, the job description will be changed in consultation with the employee and the management.

Age: 35-45 years

Remuneration and other benefits:
- Salary is negotiable
- Provident fund, Weekly 2 holidays, Insurance, Travel Allowance
- Festival Bonus: 2 (Yearly)

Application to be sent to:
Interested candidates are requested to forward application with recent CV along with completed Personal History Form (available in the CIRDAP website) through email: hr@cirdap.org Female candidates are encouraged to apply. Any persuasion will disqualify the candidature. Only short-listed candidates will be contacted.

Applications will be reviewed as they are submitted, so candidates are encouraged to apply early. A decision may be finalized before the deadline.