

# **Social Development Foundation (SDF)**

## **Terms of Reference for Junior Officer, Accounts**

The Junior Officer (Accounts) will be responsible for making payment process, maintain books of accounts, assist day to day financial management and will be reportable to the 'Director- Finance & Procurement' through 'Manager-Finance' of SDF. The position is based in SDF HQ, Dhaka but will require undertaking field visits for financial monitoring and providing support to the Regional, District and Cluster Teams.

### **1. Key Responsibilities:**

- a. prepare debit/credit voucher, journal voucher, ledger and check supporting documents for payment;
- b. preserve and maintain all records and documents of financial transaction for the audit review;
- c. maintain software based books of accounts;
- d. ensure maintaining bank accounts and bank reconciliation;
- e. deduct VAT and IT from bills, maintain respective registers, ensure timely deposit to the GoB treasury and monthly reporting; and
- f. provide day-to-day active support to the 'Manager-Finance' and other team members of finance.

### **2. Key Deliverables in terms of expected outputs/outcomes:**

- a. ensure timely and accurate payment to the concerned parties;
- b. bank reconciliation statement and monthly reporting;
- c. maintain books of accounts in the web based software;
- d. any other tasks assigned by the management relating to accounts are to be accomplished properly.

### **3. Qualification, experience and competencies required:**

- a. Candidate should have a Master degree/ MBA in Accounting/Finance from any reputed university.
- b. experience in working with the development/poverty alleviation projects in Government/Autonomous bodies/poverty alleviation program/donor financed projects will be given preference;
- c. computer skills: accounting software, MS word, power point, excel, email and web browsing;
- d. person should have proper knowledge and experience on deduction of VAT, Tax and AIT;
- e. strong communication and interpersonal skills;
- f. written and verbal skills both in Bengali and English
- g. age should be within 35 years on the last date of submission of application for this position as advertised in the national dailies;