

# **Social Development Foundation (SDF)**

## **Terms of Reference for Junior Officer, Finance for Nuton Jibon Livelihood Improvement Project (NJLIP)**

The Junior Officer, Finance is a junior/ entry level position for providing support to ensure proper financial management of project fund of Nuton Jibon Livelihood Improvement Project (NJLIP) of SDF.

### **1. The main tasks and responsibilities of Junior Officer, Finance are:**

- Issue of cheques, maintain cheque issue register, check stock register etc.;
- Custodian of Petty/ Control Cash, disbursement against approved payment;
- Maintain Advance Registers and other subsidiary ledgers ;
- Preparation of Payment Voucher and Receipt Vouchers;
- Maintain proper books of accounts and records/ system operation (integrated accounting package);
- Check all disbursement vouchers that payment claims are in accordance with SDF financial rules as well as Donor Agencies as the case may be;
- Any other responsibilities assigned by SDF management.

### **2. The Key Responsibility Areas are:**

- Recording of Cash Book;
- Maintain Advance Registers and other subsidiary ledgers;
- Assist to Prepare monthly quarterly and yearly financial statements;
- Assist to ensure disbursement of salaries & other staff claims including TA bills and administrative expenses;
- Assist to ensure timely payment of all utility bills, office rent, etc. Ensure timely reimbursement of petty cash and make appropriate accounting.

### **3. The Key Deliverables in terms of expected outputs/outcomes are:**

- Number of times salaries and indents processed and transferred to staff accounts as per schedule;
- % of payments cleared maintaining service standard;
- % of vouchers supported by supporting bills;
- Maintenance of Cash book, ledger and journal is being done timely.

**4. Minimum qualification, experience and competencies required:**

- Masters degree in Accounting/Finance/MBA or any relevant subject;
- Preference will be given to the candidates with working experience in assisting financial management in the World Bank financed project /poverty alleviation projects in Government/ Autonomous bodies /Donor Financed projects etc.;

Must have willingness to work with poor community of the rural areas of Bangladesh;

- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must not exceed the 40 years of age on the last date of submission of application for this position as advertised in the national dailies.