

Social Development Foundation (SDF)
Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
Terms of Reference for District Officer, Accounts and Admin.

In order to ensure proper implementation of the **Resilience, Entrepreneurship and Livelihood Improvement (RELI)** project, the Social Development Foundation (SDF) established district offices in each of its project district. The District Officer, Accounts and Admin. is in charge of financial and administrative activities for the assigned RELI district and be responsible for ensuring proper disbursement and management of project funds. He/she is reportable and accountable to the District Manager (DM). The position requires spending at least 50% time visiting the community institutions to provide required guidance to the cluster teams, village institutions and second tier institutions to implement the activities related to financial management.

1. Job responsibilities and duties:

- Assist DM to prepare fund requisition for the implementation of the activities under Village Development Fund (VDF) and other expenditures to ensure timely disbursement and utilization;
- Issue cheques, maintain and update different registers i.e. cheque issue register, check stock register etc.;
- Maintain advance registers and other subsidiary ledgers;
- Timely deposit of Tax, VAT deducted at source and maintain registers;
- Maintain liaison with banks to ensure proper deposits and withdrawal/disbursement;
- Receive and acknowledge all disbursement and payment claims;
- Timely preparation of payment and receipt vouchers in an efficient way;
- Maintain proper books of accounts and records in the 'Accounting Information System (AIS)' of SDF MIS;
- Prepare monthly, quarterly and yearly financial statements. Maintaining actual expenditures against budgets;
- Managing and maintaining pertinent records and files;
- Assist DM to carry out day to day activities related to human resources i.e. performance appraisal, leave, increment, promotion, transfer, deployment, departmental proceedings etc. ;
- Assist DM to carry out day to day activities related to human administration like documents, circular, office order, transportation, office stationaries, vehicle etc. management;



- Assist DM in ensuring compliance with SDF's regulations, internal control, quality control, risk management and work flow procedures with regard to receiving and utilizing funds as per procedures and Community Operations Manual (COM);
- Consolidate financial reports received from the cluster offices and prepare variance reports;
- Monthly Bank statement collection, review and preparation of Bank reconciliation statement;
- Ensure disbursement of salaries & other staff claims including TA bills and administrative expenses of district and cluster offices;
- Ensure timely payment of all utility bills, office rent, etc. and process all payments. Ensure timely reimbursement of petty cash and maintain appropriate accounting;
- Prepared monthly and quarterly reports on financial activities and submit to the DM.
- Submit regular financial reports to the management i.e. DM/SDF management.
- Any other assignment given by the management of SDF.

2. Qualifications, experiences and competencies required:

- Master's degree in Accounting/Finance/MBA or relevant subject with at least 3 years working experience in financial management of community development/rural development/autonomous bodies/poverty alleviation program/donor financed projects etc.;
- Must have willingness to work with rural communities of Bangladesh;
- Excellent interpersonal and team working skills and a high degree of computer literacy is preferred;
- Must not exceed the 42 years of age on the last date of submission of application for this position as advertised in the national dailies.

