



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

## SDS (Shariatpur Development Society)

**Position Title:** Deputy Manager- Finance and Admin

**Organization:** SDS (Shariatpur Development Society)

**Vacancy:** 01

**Project Title:** ASHSHASH (For Men and Women Who Have Escaped Trafficking in Bangladesh)

### PROJECT BACKGROUND:

Winrock International – Ashshash (Phase-II), is funded by the Embassy of Switzerland in Bangladesh. The main objective of the project is to ensure that “women and men who have escaped trafficking will restore their dignity and wellbeing and become self-sufficient”. The survivors will be provided psychosocial counseling support along with other social services and facilitated opportunities for skills-devolvement and entrepreneurship training. Upon completion of the training survivors will be placed in either wage-based and or self-employment. Furthermore, Ashshash will reach people in the project’s working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking. The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh.

### POSITION SUMMARY:

Deputy Manager- Finance & Admin will work under the direct supervision of Project Manager of Ashshash’s Sustainable Reintegration Partner (SRP). Deputy Manager- Finance & Admin will closely work with the Finance and Admin Manager/ Director of the organizations head office for proper guidance to implement day-to-day financial accounting and general office services and organized records and documentation in adherence with SRP, Winrock and SDC procedures.

### Roles and Responsibilities

- Manage the accounting, finance and administration components of the project, including the various petty cash funds and field office finance, accounting and administrative activities.
- Ensure consistency with SRP and Winrock standard operating procedures, policies and accounting principles.
- Prepare monthly requests for funds, based on budget and cash flow projections, to ensure the project has all necessary funds for operations.
- Support in program tendering and procurement activities of the Ashshash project
- Ensure financial reporting is in accordance with contractual requirements.
- Prepare monthly budget variance reports.
- Prepare vouchers (disbursement, receipt and general journal vouchers) for expenditures and ensures that expenses are reasonable, allowable and allocable to the project.
- Fulfill the financial rules and procedures of SRP, Winrock International, SDC and GoB laws/regulations that are applicable to the project.
- Withhold/deduct VAT and taxes at source and ensure payment to the government treasury on time.
- Prepare monthly/quarterly and as and when required reports on annual tax computation, monthly Tax and VAT payment etc.
- Ensure proper recording of transactions in accounting software and maintain adequate documentation.
- Ensure the approval of all transactions.
- Prepare monthly payroll procedures for national staff, administer payroll, and monitor employee time keeping.
- Manage all administrative functions of the Ashshash Project which include administration, procurement, HR and contracts management.

☎ 02478815405, 02478815406

Sadar Road, Shariatpur, Post Code-8000, Bangladesh. Phone : +88-0601-61654, Fax : +88-0601-61534

web : [www.sdsbd.org](http://www.sdsbd.org), e-mail : [info@sdsbd.org](mailto:info@sdsbd.org), [sds.shariatpur@gmail.com](mailto:sds.shariatpur@gmail.com)

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 03074-04616-00229



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- Oversee the Ashshash office maintenance and ensure proper security and safeguard including equipment.
- Ensure Ashshash logistics systems including procurement of goods and services, transportation, store management and use of supplies in a transparent and accountable manner per the donor policies.
- Maintain financial documentation, controls and procedures for the management of funds.
- Liaise with SRP head office to ensure the project needs are being met in terms of accounting, contracts, human resources, IT, and operations.
- Record keeping of partners' management of funds and cross check source documents.
- Any other task as assign by supervisor

**Employment Status:** Full-Time

### Required Qualifications

- Master's degree in finance, Accounting, Business Administration, or other relevant fields. Education qualification may be relaxed for experienced & skilled person.
- Minimum 5 years of relevant experience in administrative and financial management in large scale and complex projects/organizations.
- Preference will be given to those with extensive knowledge of SDC or other donors' rules and regulations.

### Skills and experience

- Demonstrated expertise and excellent track record in finance, accounting, budget preparation and management.
- Demonstrated understanding of administration, procurement processes, compliance, and reporting.
- Strong knowledge on VAT and tax related rules and procedures and reporting requirements
- Excellent interpersonal skills and teamwork.
- Fluency in oral and written English.
- Proven experience in supervision and management of staff.
- Proficiency in MS office, excel, and accounting software.
- Understand and demonstrated experience in contract and contracting of NGOs in Bangladesh.
- Relevant skills in usage of IT equipment and applications

**Additional Requirements:** Age 30 to 35 years (For more experienced candidates, the age limit will be relaxed)

**Job Location :** Shariatpur

**Salary:** Tk: 30,000 (Monthly)

**Compensation & Other Benefits:** All facilities will be available as per project budget.

**Application Sending Address:** SDS head office, Sadar Road, Shariatpur-8000, Bangladesh

**Email Address:** recruitmentsdsbd@gmail.com

**Application Deadline:** 22 November, 2023

Interested candidates are requested to send their CV, Passport Size color photograph with a cover letter for the above position to the Executive Director, SDS (Shariatpur Development Society), Sadar Road, Shariatpur-8000, Bangladesh. Please write down the mobile number in the application and the name of the position on the top of the envelope. Only for short listed candidates will be called for the interview. If the CV is sent through e-mail please give the CV, Cover letter and other documents in PDF format.

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**SDS** (Shariatpur Development Society)

Contact +88-01325-060203 for any recruitment related information. Contact hours are from 09.00am to 05.00pm

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Sadar Road, Shariatpur-8000, Bangladesh

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