

Career Opportunity

Circular Number: 2025-2026.000.12

Date: 09/03/2026

Basic Information:

Name of Organization: SDS (Shariatpur Development Society)
Position Title : Finance & Admin Officer
Project Name : Children & Youth Leading Inclusive Movements for Adaptation, Transformation & Environmental Resilience (CLIMATE).
Job Nature : Contractual
Number of Positions : 01 (One)
Age : 45 years (Age limited may be relaxed for candidates with more experience.)
Monthly Salary : BDT 45,000 (Forty-Five Thousand Taka only)
Duration : Approximately 03 (Three) years.
Location : Zanjira Upazila, Shariatpur
Reporting to : Project Manager (Dotted line with Sr. Accountant)

SDS (Shariatpur Development Society) is a Bangladesh-based non-governmental organization founded in 1991 and formally registered with the Department of Social Welfare (1992), the NGO Affairs Bureau (1993) and the Microcredit Regulatory Authority (2008). SDS received its first foreign funding in 1994 and established a long-standing partnership with PKSF in 1996. Working primarily in climate-vulnerable areas, SDS addresses climate change-induced vulnerabilities, disaster risks and structural poverty through participatory, inclusive and accountable approaches. SDS has experience working with institutional donors including UNDP, UNICEF, WFP, UN Women, FAO, IOM, CARE, Islamic Relief and START Network members and is actively engaged in national, regional and global networks such as CANSA, GNDR, NEAR, INAFI, APWLD and Girls Not Brides. Currently, SDS is implementing multiple donor-funded projects. For more info please visit www.sdsbd.org

The Finance and Admin Officer will ensure sound financial management, compliance and administrative support for the CLIMATE project. The role will oversee budgeting, financial reporting, procurement and office administration in line with donor and organizational policies. The position will contribute to efficient resource utilization, transparency and operational systems that enable smooth implementation of climate resilience and community-based activities.

Job Responsibilities:

SL	Job Responsibilities	Time
1	Manage project budgeting, expenditure tracking and financial planning	20%
2	Process payments, procurements, contracts and vendor documentation	15%
3	Maintain accurate financial records, vouchers and supporting documents	15%
4	Ensure compliance with donor financial guidelines, NGOAB rules and SDS policies	15%
5	Prepare financial reports and support internal and external audits	15%
6	Manage project assets, inventory, logistics and office administration	10%
7	Manage project budgeting, expenditure tracking and financial planning	10%

Qualification & Experience Requirements:

- Bachelor's or Master's degree in Accounting, Finance, Business Administration, or related discipline.
- Minimum 4-5 years of experience managing finances of donor-funded development projects.
- Experience in financial planning and reporting for projects related to Child and youth empowerment, climate resilience, DRR.
- Strong knowledge of donor compliance, financial risk management, procurement procedures and audit processes.
- Proficiency in financial software and advanced MS Excel.
- High level of integrity, attention to detail and ability to work under pressure during emergency operations.

Skills & Competencies

- Strong analytical skills financial management & compliance.
- Excellent communication and negotiation skills with internal and external teams.
- Ability to manage multiple deadlines and work under pressure.
- Strong ability to manage assets, inventory, logistics and office administration.
- Proficiency in MS Office (Word, Excel, PowerPoint).

Core Values & Attributes

- Commitment to the organization's mission, vision and development goals.
- Results-oriented and proactive mindset.
- Strong attention to detail and documentation.
- Willingness to travel and work with field teams when required.

Salary and Benefits:

- Monthly gross salary BDT: 45,000 and others facilities will be available as per project budget.

How to Apply

Interested candidates are requested to submit a CV (maximum 3 pages) and cover letter mentioning the position applied for to recruitmentsdsbd@gmail.com by **31 March, 2026**. Only shortlisted candidates will be contacted. Any form of persuasion will lead to disqualification.

SDS firmly upholds a zero-tolerance policy against violence toward women and children and any form of sexual harassment and does not support or endorse any individual involved in such misconduct.

Women are especially encouraged to apply.