



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

Circular Number: 2026-2027.000.07

Circular Date: 14/10/2026

Basic Information

Name of Organization	: SDS (Shariatpur Development Society)
Name of the Position	: Accounts and Administration Officer
Name of Project	: Strengthening Climate-smart Vegetable and Flower Value Chain in Bangladesh
Number of Position	: 01 (One)
Age	: Maximum. 40 Years (The age limit may be relaxed for experienced candidates.)
Experiences	: Min. 05 Years Professional Experience
Monthly Consolidated Salary	: BDT 42,000/- per month.
Assignment Duration	: 1 Years
Duty Station	: Rajbari

Background:

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, CJRF, Barnfonden 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

SDS is implementing the project “Strengthening Climate-smart Vegetable and Flower Value Chain in Bangladesh” with support from Heifer International Bangladesh. The project aims to improve the income and climate-resilient livelihoods of approximately 7,200 smallholder women farmers in Rajbari District

Position Purpose:

The Accounts and Administration Officer will ensure sound financial management, accounting, administration, logistics, procurement support, and record-keeping for the project. The position will support compliance with SDS policies, donor requirements, applicable government regulations, and agreed project controls, while providing timely and accurate financial information to the Project Coordinator and relevant stakeholders.

Key Responsibilities:

1. Financial Management and Accounting

- Maintain complete, accurate, and up-to-date project books of account, ledgers, vouchers, cash records, bank records, and supporting schedules in accordance with SDS, donor, and government requirements.
- Review bills, invoices, payment requests, petty-cash transactions, receipts, and other supporting documents for accuracy, completeness, authorization, budget availability, and compliance before processing.
- Track project advances and adjustments, reconcile cash and bank balances, monitor expenses against approved budget lines, and promptly follow up on outstanding items.
- Ensure transactions are recorded accurately and on time in the approved accounting or project management systems.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



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2. Budgeting, Monitoring and Reporting

- Support the Project Coordinator and project team in preparing annual and periodic budgets, forecasts, fund requisitions, and budget revisions.
- Monitor budget-versus-expenditure performance and provide regular, clear updates on project financial status, variances, commitments, and emerging risks.
- Prepare and submit accurate monthly, quarterly, annual, and donor financial reports within agreed deadlines.
- Reconcile programmatic implementation records, financial reports, receipts, and payments and raise discrepancies promptly for resolution.

3. Tax, VAT and Regulatory Compliance

- Calculate, deduct, deposit, document, and report VAT, tax, and other statutory obligations in accordance with applicable government rules and timelines.
- Maintain required registers, challans, certificates, and supporting documents for regulatory and audit purposes.
- Stay informed about relevant tax, VAT, donor, and financial-compliance requirements and seek clarification when needed.

4. Procurement, Administration and Logistics

- Provide procurement support in accordance with SDS and project procurement policies, including documentation, comparative analysis, approvals, purchase records, and vendor files.
- Provide administrative and logistical support for the project office, field activities, workshops, training, meetings, travel, supplies, and asset management.
- Maintain project asset, inventory, procurement, vendor, contract, and administrative records in an orderly and accessible manner.
- Coordinate with relevant SDS staff and service providers to ensure timely and cost-effective operational support.

5. Audit, Documentation and Systems

- Prepare records and provide support for internal, external, donor, and statutory audits and follow up on agreed audit actions.
- Maintain secure and well-organized hard-copy and electronic files for financial, administrative, procurement, personnel, and project documents, with access restricted according to role and need.
- Maintain the approved online program or financial management system and ensure data is entered accurately, completely, and on time.
- Support cooperative financial management and capacity-building activities as assigned by the Project Coordinator.

Expected Key Deliverables

- Accurate and current books of account, reconciliations, registers, and supporting documentation.
- Timely donor, management, tax, VAT, budget, and financial reports.
- Effective budget monitoring, forecasting, advance management, and variance follow-up.
- Compliant procurement, administrative, logistics, asset, and records-management support.
- Audit-ready files and timely resolution of audit and compliance observations.
- Consistent safeguarding, Code of Conduct, confidentiality, and data-protection compliance.

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Minimum Qualifications and Experience

- Bachelor of Business Administration, Bachelor of Business Studies, or a relevant degree. A master's degree in Accounting, Management, Finance, or a related field is preferred.
- At least five years of practical experience in financial management of donor-funded development projects.
- Demonstrated experience in accounting, budgeting, donor reporting, VAT and tax compliance, procurement support, administration, and audit preparation.

Required Skills and Competencies

- Working knowledge of generally accepted accounting principles, donor compliance, financial controls, and relevant government regulations.
- Strong skills in budget preparation, budget monitoring, forecasting, financial analysis, reconciliation, procurement, and record management.
- Proficiency in accounting software and Microsoft Word, Excel, PowerPoint, and email communication.
- Strong attention to detail, numerical accuracy, confidentiality, time management, and ability to meet reporting deadlines.
- Good teamwork, communication, interpersonal, and problem-solving skills.
- Ability to work independently under the supervision of the Project Coordinator and to raise risks or irregularities promptly.
- Maximum age: 40 years.

Code of Conduct, Safeguarding and Ethical Responsibilities

Comply with SDS policies and applicable Heifer requirements on integrity, non-discrimination, anti-fraud, anti-corruption, conflict of interest, confidentiality, data protection, safeguarding, and accurate record-keeping. Maintain professional boundaries, protect the dignity and safety of others, and promptly report concerns through approved channels. SDS and Heifer maintain zero tolerance for sexual exploitation and abuse, harassment, child abuse, abuse of power, and retaliation. Violations may result in disciplinary action, including termination. Employment is subject to satisfactory reference and background checks and compliance with the Code of Conduct.

Working Conditions and General Requirements

The position is based in **Rajbari District** and may require travel and additional working hours during audits, deadlines, events, or urgent project needs. Other related duties may be assigned, and the JD may be updated to reflect evolving project requirements.

Application Sending Address

- SDS Head Office, Sadar Road, Shariatpur-8000, Bangladesh
or
- **Email Address: recruitment@sdsbd.org**

Application Deadline:

- 24/10/2026

Equal Opportunity Statement

SDS is an equal opportunity employer. Qualified women and candidates from diverse backgrounds are encouraged to apply. Selection will be based on merit, suitability, and successful completion of the required recruitment and safeguarding checks.

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