

Re-advertisement | Deputy Manager, Finance & Accounts

We deeply apologies that the previous e-mail was not working. It is corrected now and we have extended submission deadline to 27th August. We are requesting interested candidates to send the application to **New E-mail <cdd.jobs.2019@gmail.com>**

Immediate recruitment at CDD - Deputy Manager, Finance & Accounts, Ukhiya, Cox's Bazaar

Mid to Senior level position | Initial contract for 6 months | Age 35+ to 50 years | Salary Negotiable | Submit by 22nd August | Submit Cover Letter justifying your application and expected salary, CV and Photo

Centre for Disability in Development (CDD) is a renowned national level Bangladeshi organization specialized in the field of disability inclusion. CDD is looking for a **Deputy Manager, Finance & Accounts**, for its Inclusive Humanitarian Actions Programme implemented with the support of CBM.

Please read all requirements well before applying.

Responsibilities

- Manage accounts & finance of 2 to 3 humanitarian projects
- Guide other accounts and finance officers to manage their respective projects effectively
- Prepare six-monthly budget forecast, with quarterly and monthly budget break-down, for projects and the programme.
- Prepare and submit monthly financial requisition to HQ in alignment with approved project budgets
- Implement and monitor budgetary control activities
- Develop monthly variance report of the budgeted and actual expenses showing the reasons for variance.
- Provide financial analysis to management for early decision making,
- Flag low burn-rate against a line item or anticipated over expenditure.
- Work closely with Programme team to develop project budgets and ensure appropriateness of budget figures.
- Support Management or others assigned in developing budgets for new programs/projects and revisions of existing projects.
- Prepare daily receipts and payment vouchers journal vouchers of project related expenses.
- Prepare staff salary sheet of assigned projects and respective pay slips.
- Maintaining Cash book, bank book, General ledger, subsidiary ledger(S) and other required register(s).
- Ensure VAT and Tax is paid and documented as per Government Rules
- Maintain FIS for the project, operate TALLY Software
- Prepare the monthly bank reconciliation statement (S)
- Maintain the fixed assets register both for assets & stores of the project.
- Ensure all financial reports and budgets are accurate.
- Perform periodic checks and verifies different finance and accounts related reports, documents and compliance requirements
- Works in direct liaison with and reports to Accounts & Finance Coordinator – Inclusive Humanitarian Actions Programme, based in CDD HQ
- Supports CBM and other donors with information and documents as requested

- Supports with compliance checks conducted by CBM or other donors
- Supports with project audits.
- Any other assignment provided by the organization

Requirements

- Master's in Accounting, Master's in Finance or CA course Completed. Masters of Business Administration (MBA)
- Minimum 5 years of experience in the field of Finance and Accounts
- Experienced to lead a team of Finance and Accounts personnel
- Working experience in Cox's Bazaar on Humanitarian Response Programme is preferred
- Must possess skills on leadership, problem solving, communication, time management, analysis & assessment, planning & organizing, judgment, and attention to detailing.
- Excellent in the application of Microsoft Excel and Words
- Good command over English – Spoken and Written
- Ability to meet strict deadlines, handle situations of multi-tasking and to work in a multi-cultural and diverse workforce
- Must adhere to organizational rules and sign the Child Safeguarding Code of Conduct and Organizational Code of Conduct.

CDD encourages applications from persons with disabilities, persons from indigenous communities, and women; only if you are meeting the requirements.

Please note this is a demanding position, apply only if you are committed to take the challenge.

If you are meeting the above requirements, possess the skills and capacity to perform the mentioned responsibilities, then e-mail us (a) Cover-letter introducing why you are a competent candidate for the post, (b) most up to date Curriculum Vitae with contact details of referees to <cdd.jobs.2019@gmail.com> by 27th August, 2019.