

Centre for Disability in Development (CDD)

A-18/6, Genda, Savar, Dhaka-1340

Vacancy Announcement

Project Accountant

Job Context:

The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD simultaneously builds technical capacities of the development stakeholders and the communities in how to be more inclusive whilst also enabling persons with a disability to participate in society by strengthening their leadership and providing them with essential rehabilitation and other supports.

CDD is one of the most renowned organizations in the field of disability-inclusive development. CDD's work in Bangladesh is supported by international and national donor agencies/development partners. CDD offers an inclusive, amicable, and respectable work environment.

The Ramon Magsaysay Award (Asian version of the Noble prize) has been awarded to its Executive Director in 2010. In 2018, CDD was recognized by the Government of Bangladesh as one of the best organizations working on disability and development issues.

CDD Office is now accepting applications for the Project of "Ensuring the overall well-being and resilience of Rohingya and host community in a protected environment where children can learn and thrive" Supported by AHP.

Position Name:

Project Accountant

Job Location: Ukhiya, Cox's Bazar, Bangladesh

Contract Duration: Upto December 2023, high possibility to extend (subject to Fund availability and NGO Affairs Bureau Approval).

Contract Type: Full time

Contract Start: As soon as possible

Reporting to:

Head of Accountant and Finance and be responsible to the Focal – Rohingya Response, under the overall management of the Director and Executive Director of CDD.

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Main Tasks:

- Accounts and financial management
- Prepare and submit accurate financial reports to donor monthly/quarterly following the donor template within the deadline;
- Prepare three-monthly budget forecast, with quarterly and monthly budget break-down, for projects;
- Prepare and submit monthly financial requisition to project management in alignment with approved project budget;
- 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 project team to develop project budgets and ensure appropriateness of budget figures;
- 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 that VAT and Tax is deducted, Deposited 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;
- Aiming to ensure project partnership and interventions is properly implemented.
- Supports donor with information and documents as requested;
- Supports with compliance checks conducted by donors.
- Ensure Value for Money principles are adhered to throughout the project;

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- Ensure that funds are spent in accordance with donors requirements and limits along with government rules and regulations;
- Any other assignment provided by the organization;

Safeguarding:

- Attend safeguarding trainings and refresher sessions;
- Be vigilant to notice safeguarding issues when conducting monitoring visits or in routine work

Required qualifications, competences and experience

- Bachelor degree in Accounting, Finance or business
- Computer operation: Skills on MS word, Excel and power point.
- Accounting: Skills of general accounting procedures and basic accounting principle
- Corporate and statutory requirement: Familiar with local and corporate financial law and regulations.
- At least 3 years' experience in a National or International NGO, preferably in an emergency setting.

Personal Profile & Competencies

- Mentally prepared to work for long hours and if necessary during holiday, considering the humanitarian setting.
- Knowledge of the context in the Cox's Bazar Rohingya and refugee response.
- Excellent in time management and has to take on multi-tasks.
- Networking, communication, relationship building and negotiation skills.
- Understanding of disability
- Strong organizational and team working skills
- Good cultural awareness and sensitivity
- Proven presentation, training and facilitation skills
- Ability to work diligently both independently and in a team setting
- Knowledge about own leadership skills/profile
- Analytical and forward thinking
- Building collaborative relationships
- Providing motivational support
- Result orientation
- Knowledge of humanitarian system

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Salary & Benefits:

- BDT 60,000.00 (all-inclusive)/per month
- Prorata basis festival allowances
- Insurance as per organizational agreed coverage
- Two-day weekend (Friday and Saturday)

CDD respects rights and dignity of all human beings including children, women, older persons, all sex, indigenous community and persons with disabilities. CDD complies with its child and vulnerable adult safeguarding policy and code of conduct. All staff of CDD must sign and adhere to this code of conduct.

CDD highly encourages qualified women and persons with disabilities meeting the selection criteria to apply for this position.

Candidates with the required profile and proven experience, who meet these qualifications, are invited to submit their application with updated CV, recent PP size photograph

Early submission is strongly encouraged as application collection and selection process will go simultaneously

Last Date of Application: 25 September 2023

Only short-listed candidates will be contacted. All applications will be treated according to the merit and with strict confidentiality. Any form of persuasion in the selection process will automatically disqualify the candidacy. CDD is an equal opportunity employer.