



CENTRE FOR DISABILITY IN DEVELOPMENT

Equal opportunities and full participation for
persons with disabilities in all spheres of life

Date: September 25, 2024

Vacancy Announcement

Name of Position: Accounts Assistant

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 is planning to recruit one 'Accounts Assistant' for the project named 'Inclusive Specialized Services for Vulnerable Persons including Persons with Disabilities in Cox's Bazar Rohingya Camps and Host Communities (Phase 2), Y-3' supported by HI. This position is one of the most important for the project team. S/He assists the Project Accounts Officer in making different finance and accounts related tasks, documentation and bank transactions as per organization policy. S/He also assists in preparing and submitting accurate financial reports and other compliance supporting documents.

Name of the Position	Accounts Assistant
Job Location	Ukhiya, Cox's Bazar
Workplace	Project Office-based, but move to different project locations.
No. of Vacancies	01 (One)
Job Nature	Contractual
Duration of the Contract	Till August 31, 2025. Might be extended subject to approval of funding agency.
Salary	30,000.00 BDT. (Monthly)
Other Benefits	Weekly 2 Holidays, Prorata basis Festival Bonus, Limited life and health Insurance
Age Limit	20-45 Years

Educational Requirement:

- Master of Commerce (M. Com) in Finance & Banking, Master of Commerce (M. Com) in Accounting, Bachelor of Business Administration (BBA)

Work Experiences :

- At least 1-2 years in the relevant field
- Working experience in Cox's Bazar district / Rohingya response will be preferable

Desired Requirements:

- Familiar with TALLY Software and operate it efficiently
- Excellent facilitation and communication skills.
- Ability to work under specific deadline
- Familiar with humanitarian principles



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- Skills on leadership, problem solving, communication, time management, analysis & assessment, planning & organizing, judgment, and attention to detailing are desired.
- Excellent in the application of Microsoft Excel, Words, Photocopy and Scan
- Gender, diversity and disability sensitive
- Satisfactory skills on English – Spoken and Written
- Ability to meet strict deadlines, handle situations of multi-tasking and to work in a multi-cultural and diverse workforce.
- Excellent in time management and ability to take on multi-tasks.
- Ability to work independently and in a team.
- Willingness to undertake an extensive field trip
- Basic skill on communicating by email and data entry.

Duties and Responsibilities:

- Assist Project Accounts Officer of the project of CDD under HI-BPRM Funded Project.
- Conducting all banking relevant work, collect and deposit cash, cheque as per project requirements
- Assist in preparing accurate financial reports and other compliance supporting documents to HI monthly/quarterly/yearly basis following the donor template within the deadline;
- Assist in preparing monthly budget forecast, with quarterly and monthly budget breakdown, for projects;
- Assist in preparing and submission monthly fund requisition to project management in alignment with approved project budget
- Prepare daily receipts and payment vouchers, journal vouchers of project related expenses;
- Assist in preparing staff salary sheet of assigned projects and respective pay slips;
- Maintain Petty Cash book and other required register(s);
- Prepare monthly VAT and Tax payable statement and prepare online VAT & Tax challan and deposited and documented as per Government Rules;
- Good knowledge to operate TALLY Software;
- Assist to Disburse the Volunteer (FDMN) payment in different static point in camp level.
- Supports Project Accounts Officer with information and documents as requested;
- Supports with compliance checks conducted by CDD;
- Ensure Value for Money principles are adhered to throughout the project;
- S/he will work under guidance of Accounts Officer

Safeguarding responsibilities:

- Adhere to CDD's Children and Adults at Risk Safeguarding policy, ensuring the safety and well-being of all project participants.
- Promote a safe and secure environment for all participants and stakeholders of the project.
- Report any safeguarding concerns promptly and follow the designated reporting procedures.

Additional responsibilities:

- Perform any other responsibility/ special duty delegated by project and CDD management.

Special Instruction for Job Seekers:

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.

Persons with Disabilities, Women and candidates from indigenous communities meeting the requirements are especially encouraged to apply.

CDD reserves the right to initiate interviews and the selection process with the aim of identifying an appropriate candidate as quickly as possible. Only short-listed candidates will be called for an interview. All applications will be treated according to the merit and with strict confidentiality.



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You are cordially requested not to apply if the salary range, job location, contract duration and other terms and conditions mentioned in the advertisement does not match your expectation.

CDD is an equal opportunity employer. Any form of personal persuasion, e-mail or phone call will result in disqualification of candidature.

Selected candidates will have to go through a rigorous reference and background checking process.

How to Apply:

Qualified and interested candidates are requested to submit their application with an updated resume and a cover letter to this E-mail address: recruitment.cdd01@gmail.com on or before **September 30, 2024**. Please mention the name of the position properly in the email subject line.

*Note that: **The appointment will be subject to final approval from the donor side.***