

# VACANCY ANNOUNCEMENT

## **Name of Position:** Assistant Accounts Officer

Village Education Resource Center (VERC) is a national-level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare (Registration Nos. 133 and Dha-02282/89, respectively) and the Microcredit Regulatory Authority (MRA) (Registration No. 01275-00523-00017). VERC is seeking to recruit experienced and hardworking manpower for the following position under the project. "To provide WASH services to the Rohingya refugee population in Camp-8E and 8W in Ukhiya Upazila, Cox's Bazar District," Supported by UNICEF. Applications are invited from eligible Bangladeshi citizens on an urgent basis.

## **Key Responsibilities**

### **A. Financial Transactions and Operations**

- Assist the Accounts Officer for smooth financial operation of the project
- Check/review of expenditures of the project.
- Prepare vouchers for payment and Entry in Ledger/software.
- VAT & TAX payment and disburse advances as per policy.
- Ensure compliance of financial policies & procedures.
- Communication with Bank and other relevant stakeholders.
- Prepare monthly Bank reconciliation statements.
- Update the books of accounts on regular basis.
- Preserve invoices/vouchers in safe place.
- Maintain the financial transaction on daily basis and report to the supervisor accordingly.
- Needs to support the program team (cash, logistic etc.)

### **B. Office Management**

- Maintain congenial and comfortable working environment atmosphere among the staff Members
- Quick message delivery applicable person or place.
- Always to follow the chain of command as per organizational management Process.

### **C. Administrative task**

- To arrange transportation and following other administrative procedure;
- Checking M/C logbook, maintenance and ensure other logistic supports to the project staff;
- Maintain all kinds of procurement related jobs as per guideline.

### **D. Financial Reporting**

- To assist the Accounts Officer, prepare different reports and need based documents as and when needed.
- Assist for preparation of monthly/quarterly and annual financial reports
- Ensure that reporting deadlines are adhered to.
- Preparation of monthly receipts & Payments accounts as per requirements

### **E. Financial management related task**

- Ensure that procurement and expenditures are made as per organizational Financial/Procurement policy documents.
- Checking all bill/vouchers and forwarded those competent authorities for approval or necessary steps.
- Maintain the Inventory, asset and other required register properly and timely in effective manner.
- Participate in the field level procurement of goods and services tasks in accordance with organization procurement policies and procedures

### **F. Yearly Closing, Audit facing**

- Assist in yearly closing of books of accounts and other financial matters.
- Respond to audit queries
- Take necessary measures on financial matters as per audit recommendations
- Assist the Project Manager preparing visit schedule.

## **Academic Qualification:**

- Bachelor of Commerce (B. Com) from a government-approved College/University.

## **Working Experience:**

- At least three years of full-time experience in a relevant field within the development sector.

## **Additional Requirements:**

- Proficient in the MS Office package.
- Excellent communication skills in both English and Bangla.
- Self-motivated, adaptable, a team player, and passionate about social development work.
- The candidate must possess the ability and willingness to travel frequently.
- The selected candidate will be required to respect and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy, Code of Conduct, and other organizational policies.

- Women and individuals with special needs are encouraged to apply and will be given preference.
- The VERC authority reserves the right to accept or reject any application without assigning any reason. Only shortlisted candidates will be invited for the examination.

**Age:**

- Maximum 40 years.

**Duty Station:** Ukhiya Upazila, Cox's Bazar District.

**Salary & Allowances:**

Monthly consolidated salary: **BDT 50,000/-** (Fifty thousand) Other admissible benefits will be provided as per organizational policy and project provisions. The salary is inclusive of all applicable taxes; relevant taxes will be deducted at the source as per Government of Bangladesh rules.

**How to Apply:**

Interested candidates are requested to apply with a complete resume and two references highlighting details of experience and achievements. Applications should include 2 (two) copies of passport-size photographs and copies of other relevant papers, addressed to The Executive Director, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 18 April 2026.