



Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management)
(One position- based in Dhaka)
Level – L 3.2, Grade – 2, Gross Salary 72,000.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi Nationals for the position of **Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management)**, to be recruited initially for the period upto December 2021, and subsequently for additional five years subject to due completion of the necessary approval processes. Upon joining, the incumbent will be regarded as a member of the team for TIB's core project, BIBEC (Building Integrity Blocks for Effective Change), and from January 2022 for **PACTA (Participatory Action against Corruption: Towards Transparency and Accountability)**, the new core project. This is reportable to the Deputy Coordinator - Finance & Accounts.

Job highlights:

As a member of Finance & Administration Division, Assistant Coordinator – Finance & Accounts (Assets and Staff benefits funds management) will:

- Act as focal person in maintaining staff compensation and benefits accounting - Provident Fund (PF), Gratuity Fund (GF). Process PF loan applications for staff and ensure recovery from monthly salary;
- Process final settlement of PF and GF of outgoing staff;
- Make monthly provisions of PF and GF and maintain record in PF and GF Modules of ERP system. Reconcile PF and GF receivable and payable from all projects. Ensure collection of PF and GF receivables from project accounts;
- Analyze investment opportunities, identify and propose potential financial institutions to earn maximum interest with minimum risk;
- Act as secretary of TIB-PF Trustee Board and TIB-GF Trustee Board. Ensure regular meetings of TIB-PF Trustee Board and TIB-GF Trustee Board are held; Draft meeting minutes and circulate to all staff after finalization;
- Prepare monthly PF/GF and periodical financial statements for members and facilitate internal and external auditors;
- Coordinate and liaison maintain with Tax commissioner/ NBR for any approval, changes or revision of Trust deed and Trust rules regarding PF or GF;
- Act as focal person of maintaining Fixed Assets Records. Maintain Fixed Assets Module in ERP system. Collect asset details from the system & other sources, classify and verify data and enter into the ERP System;

- Record depreciation of assets in the Fixed Assets Module of ERP System. Record movement of assets in the Fixed Assets Module of ERP System;
- Record relevant transactions in ERP system and ensure management approval in a time manner;
- Initiate the process of periodical physical verification of Fixed Assets;
- Ensure coverage of loss/reduction of loss due to incidents through taking appropriate insurance policy for Fixed Assets;
- Initiate and prepare disposable assets list as and when required;
- Assist in preparation of monthly bills for cell phone and internet usage etc. Assist in calculation of overtime payment for service staff;
- Ensure compliance of relevant policies and procedures of TIB, donors, and Financial Reporting Standards etc. Suggest management for revision/formulation of policies/procedures for effective management of PF, GF and Fixed Assets;
- Keep all relevant records in a systematic way. Ensure safe custody of financial records; and
- Perform any other tasks assigned by the organization.

Educational qualification, experience and other skills:

- Master's degree in, Accounting, Finance, Business, Business Administration and other related subjects; Professional degree such as, CA or CMA part qualified will be given preference;
- At least 4 years of work experience in Finance and Accounts in a renowned national/international organization;
- Candidate with 3rd Division or CGPA less than 2.5 on a scale of 4 or 3 on a scale of 5 at any level of public examination need not to apply;
- Proven experience of handling and monitoring Finance and Accounts functions of donor-funded project implementation;
- Applicants should have skills on inspirational teamwork, task assignment and task-delivery tracking;
- Applicants must have excellent interpersonal and excellent communication skills both oral and written, in Bangla and English;
- Proven knowledge and hands-on experience of compliance of relevant Government Rules and Regulations as well as International Financial Reporting Standards;
- Sound computer skills, especially competencies in IT-based accounting methods including ERP software operation; good word processing skills in both Bangla and English, good command on the use of spreadsheet (Excel) and MS Power Point; and
- Experience of working in organizations in the field of governance/anti-corruption shall be considered as an added advantage.