



Finance and Administration Officer

Background

Legal Action Worldwide (LAW) is a unique non-profit organization which provides creative legal assistance in conflict affected states. LAW provides legal capacity building and technical assistance to justice institutions and lawyers. LAW will open an office in Bangladesh to manage an internationally funded capacity building project. LAW is now looking for an experienced Finance and Administration Officer to lead LAW's finances and administrative issues in Bangladesh. The position is home-based in Cox Bazar with travel between Dhaka and Cox's Bazar.

Finance and Admin officer will be responsible to support LAW Bangladesh for all finance and administration related activities under the administrative supervision of Program Manager and functional supervision of Manager, Finance & Admin. S/he shall be responsible to support in contract preparation and follow-up, budgeting, tracking & maintain expense related accounts, financial report and control over finance within the legal framework of Bangladesh.

Reports to

Programme Manager in Bangladesh and Finance and Administration Manager in Geneva

Job Responsibilities

- Maintain overall programme finance and admin;
- System development, purchase and procurement
- Prepare monthly, quarterly and annual financial reports;
- Assist in preparing the consultants and supplier contracts,
- Work with Geneva and South Asia Finance team to ensure reporting is standardised
- Tracking and maintain financial records as per organization standards and requirements;
- Creating and updating project expense reports with deviation;
- Maintain invoice, bill and vouchers and control over finance of the project;
- Maintain and liaison with bank, NGOAB and related organizations;
- Liaise with security advisor and produce security reports for field staff
- Take meetings with any government agencies based in Dhaka as per the request of NGOAB
- Maintain records and compile reports concerning personnel-related data and provide support to the staffs;
- Handle day-to-day administrative activities;
- Any other specific areas of responsibilities shall be assigned from time to time by the line manager

Expected Start Date: As soon as possible

Workload: 3 days per week with potential to increase to full-time

Qualification Requirements



- Experience supporting INGO registration with the NGOAB
- Bachelor's degree in Accounting and Finance

- At least 5 years in a similar role
- Strong & proven track record in required fields (i.e. financial management, accounting standard, finance software, Bangladeshi financial act and policies, NGO governance, partner monitoring/support).
- Competent in purchase and procurement
- Adequate knowledge and understanding on safety and security management.
- Experienced in bi-lateral and multi-lateral donor reporting
- Excellent English language skills (oral and written) and Bangla;
- Excellent command of MS-Office;
- Experience of using accounting software
- High pro-activeness and creativity & team spirit; ability to work with minimum supervision
- Disciplined, open, reliable, accountable, and transparent

Additional Requirements

- Females are encouraged to apply
- Incumbent must have at least 2 years of relevant job experience with reputed INGO and donor funded project;
- Strong accounting knowledge are prerequisite and knowledge on Navision accounting software is preferable;
- Ability to work unsupervised
- Strong command on MS Office;
- Good written and oral communication skills in English and Bangla; Chitagonian is a plus
- Excellent Interpersonal skill; ability to work in a team; and maintain the targets and deadlines.

Job Location

Cox Bazar working from home with regular travel between Dhaka and Cox's Bazar

Application Procedure

Please apply by sending cover letter and CV to purewal@legalactionworldwide.org