

## Vacancy Announcement

SEIP-REHAB Project is looking for filling up the following vacant positions for its Project Implementation Unit (PIU).

1. Officer (Finance), 2. Cleaner .

Candidates should send their application along with CV (hard copy) and all educational & experience certificates by 10 January-2021 **by post or by hand** to SEIP-REHAB Project, 219 Mazar Road, 1<sup>st</sup> Colony, Mirpur, Dhaka-1216 with a copy to SEIP Project, Finance Division, Probashi Kallyan Bhaban, (15 th floor), 71-72 old Elephant Road, Eskaton Garden, Dhaka-1000.

### 1. Officer (Finance)

**No. of post: 01 (one)**

**Qualification & Experience:** Master's in Accountancy/Finance with accounts background and at least 5 years' experience or Bachelor degree with 07 years working experience.

**Job Requirements:** The Officer (Finance) will be responsible to assist for effective and smooth financial management of the project. He/she will have to (i) Work on maintaining bill vouchers and books of accounts such as cash book, ledger book, advance register, fixed assets register and other necessary books & documents. (ii) Check supporting papers/documents of day-to-day expenditures (iii) Manage daily cash and bank transactions; prepare daily cash report (iv) Assist in preparing monthly bank reconciliation statement (v) Assist to verify different bills/vouchers (vi) Assist to prepare Tax and VAT related works (vii) Keep the books of financial and procurement records on regular basis and update the information as per accepted standard (viii) Assist to produce monthly accounts of administrative and project budget expenditures of the project (ix) Assist in maintaining inventory of goods procured under the project (x) Assist to prepare monthly, quarterly, annual reports for submission to the government; (xi) Collect bill voucher from partner training institutes (xii) Assist partner training institutes on financial management (xiii) Assist to consolidate all bill vouchers and entry into the SEIP reporting format and tally software. (xiv) Assist to prepare different financial reports of the project.

Job Type: Contractual

Job Nature: Full Time

Job Location: Dhaka

Salary Range: Negotiable

## **2.Cleaner**

**No. of post: 01 (one)**

**Qualification & Experience:** Minimum Class five passed with at least 2years' experience in the same position with other development organization.

**Job Requirements:** Cleaner will assist the Officer Admin and other staff of the office. He/ She will be responsible for cleanliness of the office premises, rooms & toilets.

Job Type: Contractual

Job Nature: Full Time

Job Location: Dhaka

Salary Range: Negotiable

**Note: Applicants who applied previously for the posts may also apply again.**