



Rights Jessore

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Mahima Mahal, 119/2, Ghope, Jashore

Vacancy Announcement for RJ-Ashshash II Project

Project Background

Rights Jessore is a leading human rights organization in Bangladesh dedicated to protection and promotion of human rights, prevention of human trafficking and providing service to the victims of human trafficking. Since 1991, Rights Jessore has been working for providing supports to victim rescue, repatriation, reintegration and rehabilitation.

"ASHSHASH (Phase-II) is a project of WINROCK International which is implemented by Rights Jessore through a partnership agreement. The Ashshash (Phase-II) is funded by the Embassy of Switzerland in Bangladesh through WINROCK International. The main objective of the project is to ensure that "women and men who have escaped trafficking will restore their dignity and well-being and become self-sufficient". The survivors will be provided psychosocial counselling support along with other social services and facilitated opportunities for skill-development and entrepreneurship training. Upon completion of the training survivors will be placed in either wage-based and or self-employment. Furthermore, Ashshash will reach people in the project's working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking. The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh.

Rights Jessore is looking for suitable candidate for an immediate appointment as well as to prepare a panel list for the different position for Ashshash Phase-II project for Jashore district. In this regard, Rights Jessore invites application for a Deputy Manager- Finance and Administration for Jashore district.

Position Summary of Deputy Manager- Finance and Administration

Rights Jessore will recruit one Deputy Manager- Finance and Administration for Jashore district to manage the accounting, finance and administration components of the project, including the various petty cash funds and field office finance, accounting and administrative activities. Deputy Manager- Finance & Admin will closely work with the Finance and Admin Manager/Executive Director of the organizations head office for proper guidance to implement day-to-day financial accounting and general office services and organized records and documentation in adherence with SRP, Winrock and SDC procedures. The details of the position including job responsibilities, educational qualification and other qualities/competency required for the above position are given below:

Position Title	Deputy Manager- Finance and Administration
Number of Post	1
Position reports to	Project Manager, Ashshash II, Manager Finance and Accounts and finally

	Director Program of Rights Jessore.
Major Job Description / Responsibility	<ul style="list-style-type: none"> • Manage the accounting, finance and administration components of the project, including the various petty cash funds and field office finance, accounting and administrative activities. • Ensure consistency with SRP and Winrock standard operating procedures, policies and accounting principles. • Prepare monthly requests for funds, based on budget and cash flow projections, to ensure the project has all necessary funds for operations. • Support in program tendering and procurement activities of the Ashshash project • Ensure financial reporting is in accordance with contractual requirements. • Prepare monthly budget variance reports. • Prepare vouchers (disbursement, receipt and general journal vouchers) for expenditures and ensures that expenses are reasonable, allowable and allocable to the project. • Fulfill the financial rules and procedures of SRP, Winrock International, SDC and GoB laws/regulations that are applicable to the project. • Withhold/deduct VAT and taxes at source and ensure payment to the government treasury on time. • Prepare monthly/quarterly and as and when required reports on annual tax computation, monthly Tax and VAT payment etc. • Ensure proper recording of transactions in accounting software and maintain adequate documentation. • Ensure the approval of all transactions. • Prepare monthly payroll procedures for national staff, administer payroll, and monitor employee time keeping. • Manage all administrative functions of the Ashshash Project which include administration, procurement, HR and contracts management. • Oversee the Ashshash office maintenance and ensure proper security and safeguard including equipment. • Ensure Ashshash logistics systems including procurement of goods and services, transportation, store management and use of supplies in a transparent and accountable manner per the donor policies. • Maintain financial documentation, controls and procedures for the management of funds. • Liaise with SRP head office to ensure the project needs are being met in terms of accounting, contracts, human resources, IT, and operations. • Record keeping of partners' management of funds and cross check source documents. • Any other task as assign by the organization.
Job Nature	Full time
Educational Requirements	<ul style="list-style-type: none"> ▪ Master's degree in finance, Accounting, Business Administration, or other relevant fields. Education qualification may be relaxed for experienced & skilled person.

Experience Requirements	<ul style="list-style-type: none"> ▪ Age at most 45 years (Flexible for highly experienced candidates) ▪ Minimum 5 years of relevant experience in administrative and financial management in large scale and complex projects/organizations. ▪ Preference will be given to those with extensive knowledge of SDC or other donors' rules and regulations. ▪ Demonstrated expertise and excellent track record in finance, accounting, budget preparation and management. ▪ Demonstrated understanding of administration, procurement processes, compliance, and reporting. ▪ Strong knowledge on VAT and tax related rules and procedures and reporting requirements ▪ Excellent interpersonal skills and teamwork. ▪ Fluency in oral and written English. ▪ Proven experience in supervision and management of staff. ▪ Proficiency in MS office, excel, and accounting software. ▪ Understand and demonstrated experience in contract and contracting of NGOs in Bangladesh. ▪ Relevant skills in usage of IT equipment and applications.
Job Location	Jashore District
Compensation	Monthly gross salary BDT 30,000 with other admissible benefits as per project support.

Apply Instruction

Interested individuals are requested to send updated CV, cover letter and photograph at applyrj@gmail.com or hard copies of the application can also be sent to the President, Rights Jessore, Mahima Mahal, 119/2, Ghope, Jail Road (by lane) Jessore-7400, Bangladesh.

*Please insert the name of the post applied at the top of the envelop and subject line in the mail.

[Any form of persuasion will be treated disqualification of the candidates]

Application Deadline: December 6, 2023