



Asmani Foundation

Asmani Foundation is a women and youth-led organization in Jaldhaka Upazila of Nilphamari, established in 2016. The organization is playing an important role in the sustainable development and social change of the community by working in Stop Child Marriage , Gender equality, Advocacy, health, education, combating climate change, and developing women entrepreneurs.

The organisation is inviting applications for the following position in “**Space to Lead**” project.

Serial No	Name of Position	Project Name	Number of Position	Age	Monthly Salary	Educational Qualifications and Experience
01	Finance and Admin Officer	Space to Lead project	01	27-40 years	27,000 and other facilities are available.	Graduate/Post Graduate in Accounting or Finance 03 years' experience in NGO finance Knowledge of NGOAB & NBR compliance Strong reporting, audit & communication skills

Job Responsibilities

- Finance and Admin Officer carries out financial aspect of planning, purchasing and monitoring progress including financial analysis, accounting preparation and quarterly forecasts and annual budgets.
- Financial and operational management and control. Prepare financial plan/fund request/cash call for the Project.
- Ensure donor compliance including financial transaction, HR and program.
- Responsible to proficiently manage of donor funds, VAT, Tax, organization branding etc.
- Orient to project staff on government and donor compliance issues in financial and administrative management.
- Check and verify the bills/Invoices as per plan and process for payment.
- Ensure that every bill/invoice/vouchers are cross checked with other documents with fact and figures.
- Keep the record of the updated fund/expenditure status and will provide analytical reports and forecast to management on fund utilization.

- Avoiding financial risk followed by the risk register and ensure mitigation management on time
- Follow the organization/project RACI matrix and line management
- Support Project Coordinator to prepare the budget according to the project plan.
- Financial documentation and record keeping
- Ensure to maintain and updates all accounts related books and documents such as cashbook, Bank book/check issue register, stock register, ledger, subsidiary ledger and other financial documentation associate with financial management.
- Prepare, update and preserve financial related information, files, documentation, and database for financial management.
- Monitor the approved budget with day to day actual expenditure as per program need.
- Assist to Project Coordinator for controlling and monitoring the budget and financial risk analysis and set out mitigation strategy.
- Ensure day to day cash and bank management including all sorts of banking jobs.
- Ensure proper management of petty cash management and kept in safe custody and the limit is not exceeds as per policy.
- Assist to ensure procurement process maintaining proper procurement policy. Timely ensure procurement followed by standard procedure and maintain donor's compliance.
- Administrative support and human resources management including personal file
- Assist the project team in administrative support for smooth operation of project interventions.
- Manage effective utilization of Project assets
- Vehicle management and ensure effective utilization
- Ensure and maintenance HR database, leave and others relevant issue management and records.
- Assist to prepare different agreement with landlord, vendors and other parties..
- Analyze budget expenditure and prepare financial reports for project reporting.
- Prepare all kind of financial reports (Trial Balance, Receipt & Payment Account, Budget and Expenditure Statement, Cash and Expenditure Status, Cash Recap by Bank Account, Bank Reconciliation Statement etc.).
- Ensure the report submission to proper management within dateline.
- Prepare and updates assets tracking and reports.
- Prepare and submit the any other financial and admin report as per demand of project and organization.
- Maintain proper coordination and communication among the project team and donor representatives.
- Must have clear understanding about safeguarding, Child Protection and prevention of sexual exploitation harassment and abuse (PSHEA) policy and comply with these policies.
- Must have mentality on team work and work under pressure.

Deadline: 29 Nov 2025

Job Location: Jaldhaka, Nilphamari

Salary range: 27000.00 monthly with other benefits will be provided as per project budget and organization policies

Interested candidates should send their CV by email to asmanifoundation1@gmail.com A passport size photograph (not taken within 15 days) must be attached to the CV. The name of the position must be mentioned in the subject line of the email.