ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidates for the following position:

Officer - Finance and Admin

Project Name	:	Civil Society–Led Transformation Toward Gender-Responsive Climate Resilience in Coastal Bangladesh and Vietnam
Unit/Priority Name	:	Resilience and Climate Justice
Location of posting	:	Pekua at Cox's Bazar
Types of contract	:	Contractual, up to December 2028
Number of position	:	1 (One)
Salary and benefits	:	Monthly Salary BDT. 32,148 with other admissible benefits such as festival bonus, medical insurance, group life insurance, etc.

Job Summary

The Finance & Admin Officer plays a critical role in ensuring transparent, accountable, and efficient financial and administrative management of project, supporting the project's objective of strengthening women- and youth-led grassroots civil society organizations (CSOs) for gender-responsive climate adaptation and disaster risk reduction (DRR).

The position ensures sound financial stewardship, compliance with ActionAid and donor (Sida) regulations, and effective grant and budget management, enabling CSOs, Community Resilience Organizations (CROs), and Women and Youth-Led Emergency Response Groups (WYLERGs) to operate sustainably and with integrity. Through robust systems, accurate reporting, and strong internal controls, the role contributes directly to anti-corruption efforts, local ownership, and long-term institutional sustainability of climate resilience actions in coastal Bangladesh.

Key responsibilities include (not limited to)

Financial Management & Compliance (Time Allocation in 40%)

- Manage day-to-day financial operations of project, including vouchers, ledger entry, reconciliations, and bank transactions.
- Ensure timely bank reconciliation, advance management, payment follow-up, and documentation filing.
- Ensure full compliance with VAT, tax, and statutory requirements in line with national laws and ActionAid policies.
- Review financial records of beneficiary CSOs, CROs, and WYLERGs; provide feedback and corrective guidance.

- Support audits and internal controls to uphold zero tolerance for fraud and corruption.
- Filling vouchers after completing the entry process at AAB Country office.

Budgeting & Financial Reporting *(Time Allocation: 20%)*

- Prepare yearly budget & process for finalization and account coding.
- Analysis of budget variance, prepare and share financial report on time with management.
- Support bi-annual/annual budget reviews and revisions as required by Sida and ActionAid.

Administrative & Logistics Support *(Time Allocation: 20%)*

- Ensure timely payment of office utilities, rent, and service contracts.
- Manage fixed assets, inventories, and procurement documentation.
- Support office administration, safety, and operational efficiency.
- Support procurement and vendor payment processes in line with ActionAid procurement policies.

Human Resources Support *(Time Allocation: 10%)*

- Prepare monthly payroll, salary transfers, and authorization documents.
- Maintain staff attendance, time sheets, leave records, and personnel files.
- Ensure HR documentation aligns with organizational policies.

Programme & Coordination Support *(Time Allocation: 05%)*

- Participate in monthly coordination meetings and share financial updates.
- Support programme teams with financial planning, participant lists, and field-level coordination.

Other Support *(Time Allocation: 05%)*

- Provide ad-hoc support to the Project Manager and team as required.
- Assist with IT and system-related support when necessary.

Contribution to Project Results & Sustainability

- The Finance and Admin Officer ensure that financial systems, grants, and administrative processes effectively support:
- Strengthened grassroots CSOs' capacity to manage funds transparently and independently.
- Increased trust, accountability, and legitimacy of women- and youth-led organizations in local governance.
- Long-term sustainability of community-led climate adaptation and DRR initiatives beyond the project period.

- Through strong financial oversight and capacity support to CSOs, the role directly contributes to institutionalizing gender-responsive, inclusive, and corruption-free climate resilience governance.

Educational Qualification and Experience

- Bachelor's degree in commerce, Accounting, Finance, or related discipline.
- Training in accounting software, financial management, and donor compliance preferred.
- Minimum 2-3 years of progressive experience in finance and administration, preferably in NGO, donor-funded projects.

Required Competencies

Essential Skills

- Proficiency in MS Office, financial software, internet, and email systems.
- Strong skills in budgeting, financial reporting, and compliance monitoring.
- Knowledge of current VAT, tax regulations, and donor requirements.
- Good written and verbal communication skills in English.
- Ability to work under pressure, meet deadlines, and maintain high ethical standards.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **25 November 2026**
- Please **click here** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.