FINANCE OFFICER > Area: Finance Location: 1-Ukhiya Closing date: 05 December 2026

Finance Officer

Vacancy: 01
Job Category: Finance
Job Level: Entry
Job Type: Full time
Job Location: 1-Ukhiya
Area / Headquarters: Site Office
Workplace: Work at office
Role Type: Staff

Job Context:

HI is looking for a **Finance Officer** for its **"Finance Department"** with Handicap International—Humanity & Inclusion.
No. of Vacancies and Location: 1-Ukhiya
Type of Contract: Fixed-Term
Duration of the Contract: 03 January 2027 - 31 December 2027.
Line Manager: Area Finance Manager-North And South West
The Finance Officer produces quality financial information and contributes to the application and dissemination of the budget framework, local and donor rules, and HI's tools, procedures, and standards in the financial field.
Special Attention: "We kindly request that you refrain from applying if the salary range, job location, contract duration, or any other terms and conditions outlined in the advertisement do not align with your expectations."

Responsibilities:

Responsibilities
Strategy and steering

- Implements and monitors the action plans for HI's financial strategy within his or her area of responsibility.
- Updates financial information and monitors financial indicators within his or her area of responsibility.
- Monitors and reports to his or her line manager and functional manager on the financial risks of which he or she is aware and contributes towards their mitigation.
- Helps to identify financial and legal risks for HI within his or her area of responsibility.

Standards and expertise

- Deploys all of HI's financial policies, processes, and tools within his or her area of responsibility.
- Ensures that HI's legal obligations are met and produces the required financial documents.
- Reports any changes in standards, case law, or in the practices of other stakeholders in the financial field of which he/she is aware.
- Implements and complies with procedures for archiving financial documents and publishes and updates financial documents in the dedicated workspaces.
- Contributes to internal control within his or her area of responsibility and applies identified corrective actions.

Operational implementation
Contributes to financial and budget management

- Participates in the construction and adjustment of budgets with the budget holders.
- Provides budget holders with regular budget monitoring reports and assists them in the use of tools.
- Produces and updates resource allocation tables (human, logistical, etc.) and communicates them to the departments concerned.
- Review the payment documents and ensure all government and donor rules are implemented as needed, like VAT and tax, allowable costs, etc., before payment.
- Support monthly/quarterly VAT and tax return submission and provide Mushak to the supplier as needed.
- Integrates budget adjustments into the budget monitoring tools and enters cost-accounting modifications into the Financial Information System (FIS).

JOB SUMMARY >

Published on: 22 November 2026
Vacancy: 1
Employment Status: Full time
Experience: 2 year(s)
Gender: Both
Age: Minimum 18 years
Job Location: 1-Ukhiya
Salary: 62758 to 69693
Application Deadline: 05 December 2026

Apply Now

- Support monthly/quarterly VAT and tax return submission and provide Mushak to the supplier as needed.
- Integrates budget adjustments into the budget monitoring tools and enters cost-accounting modifications into the Financial Information System (FIS).
- Contributes towards optimizing the use of HI's own funds.
- Adheres to the deadlines in HI's financial calendar.
- Consolidates cash flow requirements and assists project managers in defining their cash flow needs within their area of responsibility.
- Prepares responses to questions from internal and statutory auditors.

Contributes to the financial management of institutional funding in compliance with "donor" guidelines and contractual obligations

- Assists with the drafting of funding proposals for institutional donors; compiles multi-programme proposals when the programme is lead.
- Optimizes funding schedules (coverage of office and support costs) in the drafting or revision of institutional funding proposals.
- Ensures that donor obligations are realistic and compatible with HI procedures (payment dates and methods, financial reports, methods for justifying expenditure, exchange rates, audits, etc.)
- Informs budget holders of institutional donors' financial rules and verifies their application.
- Verifies funding expenditure monitoring and provides budget holders with donor budget monitoring reports. He or she monitors consumption rates, issues alerts in the event of a risk of non-compliance with flexibility rules, and anticipates slippage by preparing contractual amendments with his or her interlocutors.
- Produces financial reports for institutional donors in conformity with donor guidelines.
- Prepares payment requests for donors and informs his or her line manager in the event of a (possible) delay in payments.
- Enters information concerning donor contracts into the FIS: donor budgets, cost accounting and budget modifications, schedules, reports, etc.
- Prepares responses to questions from internal and donor auditors.
- Archives the budgets and financial reports shared with institutional donors (with internal and external versions) in the dedicated storage spaces.

Contributes to the quality of partners' financial information

- Produces an analysis of partners' capacities in the financial field (e.g., budget monitoring tools) and, based on this analysis, builds a capacity-building plan for these partners.
- Checks the supporting documents provided by partners and the accuracy and conformity of their accounts before validating payment requests or settling the advance.
- If needed, assists partner(s) in their budget development and adjustment.
- Supports the project manager in the regular monitoring of the partner(s)' budget follow-up and in the actions to be taken in case of drift.
- Helps partners to organize themselves to meet the deadlines in the financial calendar.

Profession facilitation

- Contributes towards the facilitation of the profession's development in his or her area of responsibility.

Emergency preparedness and response

- Contributes to the program's emergency preparedness actions and, during an emergency, adapts his/her work modality to contribute to HI's effective humanitarian response.

Educational Requirements:

- Bachelor's Degree in Business Administration, Business Studies, Commerce, Accounting, Finance, Economics, or any relevant discipline. Preferred – Master's Degree in a relevant field. Kindly refrain from applying if you do not meet the academic qualifications specified in the job advertisement.

Additional Requirements:

- Age Minimum 18 years
- Both males and females are allowed to apply
- At least 2 years of experience in finance/accounts, preferably in a development and humanitarian context.
- An in-depth understanding of the regulatory and legal framework, compliance requirements, and knowledge of Bangladesh accounting and tax regulations, in addition to GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards)

- An in-depth understanding of the regulatory and legal framework, compliance requirements, and knowledge of Bangladesh accounting and tax regulations, in addition to GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards)
- Capacity to work under pressure, prioritize multiple tasks, and meet deadlines.
- Personal qualities of integrity, credibility, and dedication to HI
- Well-versed in the FD (Foreign Donation) and FC (Foreign Contribution) forms of NGOAB (NGO Affairs Bureau) and its regulations.
- Knowledge and experience of accounting software packages
- Excellent computer skills (MS Office package, Word, Excel, PowerPoint, database, and Outlook).
- Ability to work in demanding situations and sometimes under pressure and meet deadlines
- Excellent analytical, teamwork, and communication skills
- Experience in payment processing, voucher preparation, financial documentation, and maintaining accounting records.
- Basic experience in budget tracking, expenditure monitoring, and financial reporting.
- Experience working with humanitarian or development programmes, preferably in Cox's Bazar, will be an advantage.
- Familiarity with donor-funded project financial procedures and statutory compliance requirements will be an added advantage.
- Basic knowledge of accounting principles, financial management, and budget monitoring.
- Basic understanding of financial compliance, procurement procedures, TDS, VDS, and VAT requirements.
- Proficiency in MS Excel, Word, and other Microsoft Office applications.
- Strong attention to detail and ability to maintain accurate financial records.
- Ability to manage multiple tasks and meet deadlines.
- Ability to work collaboratively with project, finance, and administration teams.
- Commitment to transparency, accountability, integrity, gender equality, and organizational values.
- Fluency in Bangla and basic working knowledge of English.

Required Expertise:

-

Required Skills:

-

Salary:

TK. 62758 to 69693

Additional Salary Info:

Special Attention: "You are cordially requested not to apply if the salary range, job location, contract duration, and other terms and conditions mentioned in the advertisement do not match your expectations."

- Salary will be determined based on experience, qualifications, and budget availability.

Compensation & Other Benefits:

- Festival Bonus: 02
- Gratuity/End of Service Benefits
- Leave: Sick leave, Annual leave, Casual leave, Event Leave and Compensatory Leave
- Maternity Coverage for Staff & Dependents
- Medical Coverage for Staff & Dependents including General/Outpatient, Hospitalization, Dental, and Optical
- Mobile Allowances
- Per diem
- Provident Fund
- Staff Group Life Insurance
- Weekly Holiday: 02
- **Medical Coverage:** Staff and dependents will get general/outpatient, hospitalization, dental, and optical medical insurance facilities as per the HI policy.
- **Maternity Coverage:** Staff & dependents will get maternity medical coverage facilities per the HI policy.
- **Group Life Insurance Coverage:** Staff will get the death benefit, accidental benefit, permanent partial disability, permanent total disability benefit, and critical illness benefit as per the HI policy.
- **Leave:** Staff will get sick leave, annual leave, casual leave, medical leave, and event leave as per HI policy.
- **Allowance for Children's Education:** Staff will get an allowance for Children's Education as per the HI

disability, permanent total disability benefit, and critical illness benefit as per the HI policy.

- **Leave:** Staff will get sick leave, annual leave, casual leave, medical leave, and event leave as per HI policy.
- **Allowance for Children's Education:** Staff will get an allowance for Children's Education as per the HI policy.
- **National travel cost of child caretaker:** Female staff will get a reimbursement for the cost of national travel of the child caretaker as per the HI policy.
- **Additional Responsibility (Interim) Allowance:** Staff will get an allowance for additional responsibility (interim) as per the HI policy.
- **Relocation Allowance:** Staff will get an allowance for relocation allowance as per the HI policy.
- **Work From Home:** Staff will get work-from-home facilities as per the HI policy.

Published on:
22 November 2026

Deadline on:
05 December 2026

Special Instruction:
Special Attention: "We kindly request that you refrain from applying if the salary range, job location, contract duration, or any other terms and conditions outlined in the advertisement do not align with your expectations."

In accordance with HI's recruitment policy, only eligible and genuinely interested candidates are invited to apply. **Applicants who are currently under contract with HI must submit a No Objection Certificate (NOC). However, staff whose contracts have already ended, or whose contracts will expire by November 2026, are not required to submit a signed NOC from their Line Manager or Supervisor.** All applications must include a cover letter and a personal resume, submitted in soft copy only.

The deadline for submission is **Saturday, 05 December 2026. Only Bangladeshi nationals are eligible to apply. Please note that only shortlisted candidates will be contacted. The HI-BGD programme reserves the right to cancel, postpone, or modify the entire recruitment process and to reject any application without providing any reasons whatsoever.**

Handicap International-Humanity & Inclusion is an equal opportunity employer. Qualified, potential, matched female candidates and people with disabilities are strongly encouraged to apply, and they will be preferred in cases of similar qualifications to other candidates.

HI promotes and upholds the principles of equal opportunities and policies (PSEAH, Child Protection, etc.). HI has a zero-tolerance approach to any harm to or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. Recruitment for all jobs in HI includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

HI is committed to a safe workplace for everyone to grow professionally regardless of age, gender, sexual orientation, religion, nationality, or race. HI extends this commitment to equality and Do No Harm to all staff, volunteers, partners, and beneficiaries. The humanitarian principles focus on equity and inclusion, with a solid commitment to these values. A competitive candidate will uphold and implement these values in their personal and professional lives. Any persuasion by the person by phone, email, or other means in this regard will automatically disqualify the candidate.

The selected employee should clearly understand that all final offers of employment are contingent upon a successful reference check. The pre-employment screening will be performed for all selected applicants.