

Manusher Jonno Foundation (MJF)
JOB DESCRIPTION

Employee Name:
Department: Accounts Department
Supervisor Title: Coordinator - Accounts
Joining Date:

Job Title: Accounts cum Admin Officer
Project: CJEP Project
Grade: C6

Job Summary

The **Accounts Cum Admin Officer** is a member of the Accounts and Administration team of Manusher Jonno Foundation (MJF) under the CJEP Project. The position will be responsible for day-to-day accounting, financial control, procurement, administrative support, and related compliance functions of the project.

Responsibilities and Tasks:

Responsibilities	Tasks
▪ Accounting and Financial Transactions	▪ Maintain books of accounts and record day-to-day financial transactions using SAGE ERP. ▪ Prepare vouchers, payments, receipts, bank reconciliation, and other accounting records. ▪ Ensure timely and accurate payments to employees, vendors, suppliers, consultants, and other stakeholders. ▪ Monitor cash, bank, payable, receivable, and asset balances and ensure proper reconciliation. ▪ Assist in preparation of project budgets, quarterly budget variance analysis, fund utilization statements, and financial reports. ▪ Ensure proper deduction and compliance of Tax and VAT as per Government rules. ▪ Maintain financial documents and provide support during internal/external audits and donor reviews. ▪ Assist with NGOAB-related financial documentation and compliance requirements. ▪ Monitor cash and bank balances and ensure adequate financial control over project funds. ▪ Identify and resolve discrepancies between bank statements, cash records, and accounting records. ▪ Ensure compliance with MJF financial policies, procedures, internal controls, and delegated authorities. ▪ Maintain proper filing and documentation of financial records for audit and management review.
▪ External Audit	▪ Assist in accomplishment external audit as per plan and review & provide comment those reports. ▪ Ensure implementation of audit recommendations by grantee and maintain the implementation status.

Responsibilities	Tasks
▪ Procurement	▪ Process procurement of goods, services, consultants, and vehicles following MJF procurement policies and procedures. ▪ Prepare/verify PR, RFQ, comparative statements, bid summaries, work orders, contracts, and related procurement documents. ▪ Coordinate with Procurement Committee and relevant program staff during procurement. ▪ Ensure quality, quantity, price, and timely delivery of procured goods and services. ▪ Maintain and update vendor, supplier, and consultant databases. ▪ Ensure procurement-related Tax and VAT compliance.
▪ Administration and Vehicle hiring management	▪ Support office maintenance, store management, asset management, and administrative operations. ▪ Maintain and update the electronic fixed asset register and conduct periodic physical verification. ▪ Organize meetings, trainings, workshops, and other project events. ▪ Maintain proper administrative, procurement, contract, asset, and store records. ▪ Prepare contracts, agreements, MoUs, and work orders as required. ▪ Facilitate vehicle hiring in accordance with MJF procurement policies and procedures. ▪ Invite quotations and coordinate the vehicle selection process. ▪ Verify legal and regulatory documents of vehicles and vendors, including road tax, fitness certificates, route permits, insurance, and other required permissions/authorizations.
▪ Coordination & Compliance	▪ Coordinate with MJF management, program staff, vendors, consultants, partners, Government offices, and auditors. ▪ Ensure proper documentation and compliance with MJF, donor, Government, and project requirements. ▪ Provide financial and administrative information to management as required. ▪ Perform any other duties assigned by MJF management.
▪ AOB	▪ Accomplish any other assignments given by your supervisor or Management

Qualification & Experience

- Master's degree in Accounting, Finance, Business Administration, or any relevant discipline.
- Minimum **5 years of relevant experience** in accounting, finance, procurement, administration, preferably in the NGO/development sector.
- Working knowledge of **SAGE ERP** and Electronic Fixed Asset Register.
- Good knowledge of accounting, procurement, Tax & VAT, and administrative procedures.
- Good computer skills, particularly MS Word and Excel.
- Good communication skills in Bangla and English.
- This position is based in Dhaka; however, travel to project working areas outside Dhaka is **required** as per project needs.

KPI- For Accounts Cum Admin Officer

1. Financial & Accounting Management
2. Administrative & Operational Management
3. Compliance, Control & Reporting

Approved by: _____

Date: _____

Incumbent's Signature: _____

Date: _____