

JOB DESCRIPTION



Job Title	: Accounts & Admin Officer
Number of Vacancy	: 01
Project Duration	: 01 January 2026 to 31 December 2026
Project Location	: Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district.
Reporting to	: Coordinator Finance, JAGO NARI
Project	: Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) & Climate Risk Insurance (CRI)
Duty Station	: Project Office (Barguna) with frequent field visits
Position Type	: Full-time (Project-based)
Organization	: JAGO NARI

Background of the Organization:

JAGO NARI has started its activities in 1998 with its own resource with a view to help the poor people in many respects of Barguna a under developed costal District in the southern part of Bangladesh in terms of socio-economic perspective as well as livelihood. It is a non-political, non-profit, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio-economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. Some like-minded, qualified and experienced women of the society established JAGO NARI in the middle of 1998.

At first JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna sadar upazila. At present this organization has expanded its activities to 8 districts in Bangladesh with different programs, with some different ideas and concepts with greater zeal and enthusiasm through the assistance of GO, INGO, NGO and local peoples. JAGO NARI believes that true development can be ensured by establishing human rights and eradicating the poverty through providing different support to the distressed community. It also believes that men and women have same rights to survive. If organization can create better communication with community people organization's ideas will give a better result but without involving community people it does not give 100% output. So, JAGO NARI is working with the community people to provide same right for men and women in the community.

Project Summary:

To strengthen the resilience of climate-vulnerable households in Bangladesh's coastal regions by protecting lives and livelihoods, enhancing food security and nutrition, and promoting inclusive, climate-smart, and sustainable development through Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Insurance (CRI). JAGO NARI, with support of the WFP, will implement the project Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI). The project will be implemented in 12 unions under Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district. The project duration is 1st January 2026 to 31 December 2026.

The primary objective of this project:

- To enable vulnerable households, particularly women-headed families, landless laborers, persons with disabilities, and marginalized groups in cyclone-prone areas, to anticipate and prepare for shocks through anticipatory cash transfers, early warning systems, and awareness on protection and nutrition, ensuring equitable participation and decision-making.
- To strengthen the national social protection system (EGPP, MCBP, VWB, Old Age allowance and Disability allowance, etc, program of GoB) so they become shock-responsive, providing timely and inclusive support to vulnerable households, with special measures for rural women, returnee migrants, and Persons with Disabilities (PWDs), while promoting gender-sensitive targeting and protection standards.

- To expand access to inclusive Climate Risk Insurance for poor and climate-vulnerable households, particularly smallholder farmers, fishing communities, and women entrepreneurs, by strengthening awareness and capacity of communities and local institutions, supporting product development and premium collection, facilitating claim settlements and payouts, and promoting insurance literacy and enterprise formalization.

Basically, this project will contribute to disaster risk reduction through its activities, including the AA program tests community-based early warning dissemination mechanisms. Shocks responsive social protection and Climate risk insurance.

Job Purpose:

The Accounts & Admin Officer is responsible for ensuring effective financial management and administrative support for the organization in compliance with organizational policies, donor requirements, and applicable laws. The position ensures accurate financial record-keeping, timely financial reporting, budget monitoring, and efficient administrative operations to support smooth program implementation. The role also contributes to strengthening internal controls, transparency, and accountability while providing logistical and operational support to project and office activities.

Key Responsibilities for this Position:

Financial Management:

Budgeting: Develop, monitor, and update project budgets in coordination with project managers and stakeholders.

Financial Reporting: Prepare regular financial reports, including income statements, balance sheets, and cash flow statements, to track project expenditures and financial performance.

Expense Management: Manage project expenses, ensure adherence to budgetary guidelines, and identify cost-saving opportunities.

Grants Management: Oversee financial aspects of grants received for the project, including compliance with donor requirements and reporting.

Procurement: Coordinate procurement processes for goods and services required for project implementation, ensuring compliance with organizational policies and donor regulations.

Administration:

Office Management: Manage day-to-day administrative tasks such as office supplies, equipment maintenance, and utilities.

Administrative Support: Provide administrative support to the Project Manager in organizing meetings, workshops, and other project-related events. Assist in project documentation and reporting, ensuring accuracy and timeliness.

Human Resources: Assist in recruitment processes, maintain personnel records, and facilitate employee on boarding and off boarding procedures.

Contract Management: Maintain contracts with vendors, consultants, and service providers, ensuring compliance with terms and conditions.

Documentation: Maintain project documentation, including contracts, agreements, and correspondence, in an organized and accessible manner.

Project Coordination:

Coordination: Serve as a focal point for communication and coordination between project teams, partner organizations, and stakeholders.

Monitoring and Evaluation: Support the implementation of monitoring and evaluation activities to assess project progress and impact.

Reporting: Assist in the preparation of project reports for internal and external stakeholders, providing updates on project activities, achievements, and challenges.

Risk Management: Identify potential risks to project implementation and develop strategies to mitigate them ensuring project objectives are achieved effectively and efficiently.

Compliance and Audit:

Compliance: Ensure compliance with organizational policies, donor regulations, and legal requirements related to finance, administration, and project implementation.

Audit Support:

Facilitate internal and external audits by providing necessary documentation, responding to queries, and implementing audit recommendations.

Qualifications:

- A Masters/Bachelor's degree in finance, accounting, business administration, economics, or a related field is often required.
- Minimum of 3 years of experience in project implementation as Finance and Admin Officer, preferably in climate resilience or disaster management projects.
- Have a good knowledge on use tally Software.

Compensation & Benefits: Negotiable salary including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and PSEA Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- Women are highly encouraged to apply.
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

Apply Procedure:

Candidates with the required qualifications must be submitted updated CV with a cover letter to: recruitment@jagonari.org by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or **December 28, 2025**.

Please ensure that, incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.