



Job Description

Job Title	: Finance and Admin Officer
Number of positions	: 01
Location	: Taltoli Upazila in Barguna district
Project period	: June 2026 to December 2028
Reporting to	: Coordinator Finance.
Salary & Benefits	: BDT 35,000.00 and other benefits.

Overview:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing areas of work are women's empowerment, Climate Change Adaptation, Health & Nutrition, Food security & livelihood, Disaster Risk Reduction, and Education. Recently JAGO NARI is going to implement a new project in the DRR & Climate Change field with the technical support of **Oxfam in Bangladesh**. The project title is “**Bangladesh Cyclone Preparedness and Inclusive Shelter Resilience Project in Barguna District**”. The outcome of the project is Strengthening inclusive disaster preparedness through Shelter-Centric Anticipatory Action (SCAA) and Vulnerable households recover livelihoods and improve food security to withstand future climate shocks. In this connection, JAGO NARI is seeking a **Finance and Admin Officer** for this project. Overall, the Project Officer for Finance and Administration plays a crucial role in ensuring the smooth operation of this project by managing financial resources effectively, administering project activities efficiently, and facilitating coordination among stakeholders.

1. 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.



2. 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.

3. Project Coordination:

Coordination: Serve as key personnel for coordinating all financial activities among project teams, partner organizations, and relevant stakeholders.

Financial Monitoring: Conduct regular financial monitoring, track budget utilization, and identify variances and take timely corrective actions to ensure financial efficiency and project impact.

Financial Planning and Reporting: Ensure effective financial planning and alignment with approved budgets and prepare, review, and submit accurate financial reports within stipulated deadlines.

4. 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.

5. Key Competencies and Qualifications:

- Master's degree in Finance, Accounting, Business Administration, Economics, or a related discipline.
- Minimum 5 years of relevant experience in project implementation as Finance & Admin Officer, preferably in climate resilience or disaster management projects.
- Proficiency in accounting software (e.g., Tally) and MS Office applications, especially Excel.
- Strong financial analysis, budgeting, and budget monitoring skills.
- Sound knowledge of financial policies, compliance standards, and donor regulations.
- Proven ability to coordinate effectively with internal teams, partners, and stakeholders.
- High level of accuracy, attention to detail, and integrity in financial reporting.
- Effective time management skills with the ability to meet deadlines under pressure.
- Basic understanding of procurement, logistics, and administrative processes.
- Good communication and interpersonal skills for reporting and coordination purposes.



6. Compensation & Benefits:

The salary package is Monthly BDT 35,000.00 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with 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 filled up only Job Application Form-JN001 (no need any other documents) and send 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 before **May 04, 2026**.

Please ensure that, the **Job Application Form-JN001** is completed as required. 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.