Job Description

Position title : Finance and Admin Officer (female candidates are preferred)
Project Title : She Leads the Shore: Women's Climate Justice and Recovery in Coastal Bhola District of Bangladesh
Number of Positions : 01
Technical Support : UN Women
Project Location : Bhola Sadar & Charfasson Upazila in Bhola District.
Employment Type : Project-based / Contractual
Duration : 15 October 2026 to 30 September 2028
Reporting To : Coordinator Finance, JAGO NARI

Job Summary:
JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently JAGO NARI is implementing a new Project in the She Leads the Shore: Women's Climate Justic and Recovery in Costal Bhola District of Bangladesh with the technical support of the UN WOMEN. The project title is "She Leads the Shore: Women's Climate Justic and Recovery in Costal Bhola District of Bangladesh Project" The objective of the project is to Strengthen the organizational, financial and technical capacities of WROs so that they can participate in preventing and responding to climate security risk at local level regional and international level. We will work with the Women's Rights Organization to prevent, response, and adaptation to climate Change. JAGO NARI is seeking a S/he will play a vital role in financial management, Accounting & Reporting, Budget Monitoring & Control, Administrative Management, Risk Management etc. The detailed responsibilities are outlined below but are not limited to:

Responsibilities and Task:	% of Time
Financial management: ➢ Receive the bill/vouchers from the staff and vendors ensuring that all formalities are followed. ➢ Make payment against the advance request and maintain all relevant documents and advance ledger as per policy. ➢ Ensure timely adjustment of the advances with support from all concerned. ➢ Make available adequate funds in petty cash for timely payment against expenditures. ➢ Preserve petty cash in safe custody under lock and key. ➢ Receive advance requests with the recommendation of the concerned authority. ➢ Ensure security of the office for night and day. ➢ Prepare procurement plans as per the DIP of the project and get input from senior staff of JAGO NARI. ➢ Supply the items to the concerned staff as per request and maintain all formalities. ➢ Establish and maintain liaison/coordination with the senior staff of the project. ➢ Update day-to-day financial records in accounting software (Tally Prime). ➢ Provide necessary input for budget preparation/revision. ➢ Ensure security of office operations and coordinate with house owners/vendors as per organizational policy and donor compliance.	**30%**

Advertisement published date: November 04, 2026

Accounting & Reporting: ➢ Check bill/vouchers ensuring accuracy. ➢ Have approval from the concerned authority and make payments on time. ➢ Prepare monthly finance reports as per donor requirements. ➢ Prepare monthly reports on stock of store items and circulate them to all concerned. ➢ Maintain stock and ledger books as required. ➢ Prepare reports on financial records and stock to ensure documentation is up-to-date. ➢ Provide necessary inputs for budget preparation and revisions as well as monitor expenses.	**25%**
Budget Monitoring & Control: ➢ Monitor expenses and control them according to the approved budget. ➢ Provide necessary input for budget preparation/revision and ensure expenses are controlled per the budget. ➢ Make sure that all procurement and expenditure follow the budget plans in alignment with project objectives.	**20%**
Administrative Management: ➢ Reach agreements with house owners and vendors as per organizational policy and donor compliance. ➢ Prepare a potential list of vendors involving the procurement committee as per policy and donor compliance. ➢ Receive procurement requests and arrange to procure the items involving the procurement committee. ➢ Coordinate with the procurement committee to ensure all purchases meet organizational and donor compliance standards. ➢ Oversee office security and ensure compliance with administrative procedures for day-to-day operations. ➢ Supervise administrative processes such as documentation, procurement, and vendor agreements.	**15%**
Risk Management: ➢ Ensure proper security of financial assets like petty cash and relevant documents. ➢ Ensure timely adjustment of advances to prevent risks of financial discrepancies. ➢ Address potential risks related to procurement, financial mismanagement, and security of office and project funds.	**5%**

Compliance and Auditing: ➢ Ensure that financial processes comply with donor regulations, organizational policies, and relevant laws. ➢ Make sure that procurement and payment processes follow donor compliance and organizational policy. ➢ Assist in internal and external audits by maintaining records and documents as per standards. ➢ Prepare financial reports and ensure compliance with donor requirements. ➢ Ensure all documentation is prepared in line with government and donor regulations.	**5%**

Additional Requirements

- Tally Software, Other customized Software.

Education Qualification & Experience:

- Female candidates will be given strong preference for this position.
- M.Com/MBA/MBS major in Accounting & Finance
- Education may be relaxed for the highly experienced person
- Proven skill in financial management, managing of donor funds, BAS, GAAP, GOB rules (VAT, Tax etc.) Donor rules and regulations etc.
- Skilled in budgeting, budget monitoring and review of project expenses.
- Sound and prompt in different program reporting as well as reconciliation of Program vs Financial Report.
- Clear concept on different procurement/payment procedure
- Strong safety and security awareness.
- Sound knowledge of Finance and Administration policies
- Proficiency in computer skills
- Excellent verbal and written communication skills in English
- Good understanding of MS Office applications

Core Competencies

- Skilled in budget preparation, budget monitoring and review of project expenses
- Facilitation of Audit (internal and external)
- Knowledge on internal control process, HR and administration
- Ability to work in a team with good interpersonal skills
- Strong communication skills
- Good negotiation skills
- Ability to prioritize activities to act and decide promptly
- Good understanding on issues related to gender equity and protect.

Reporting to: Program Manager of the Project and Coordinator Finance of JAGO NARI

Salary & Benefits:

The salary package is Monthly BDT 35,759, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

Safeguarding and PSEAH Commitment

JAGO NARI is committed to maintaining a safe and respectful environment free from Sexual Exploitation, Abuse, and Harassment (SEAH). All employees/consultants/suppliers/vendors engaged by JAGO NARI are required to comply with the organization's Safeguarding and PSEAH policies and to perform their duties in a professional, ethical, and respectful manner. Any violation of these standards, including acts of sexual exploitation, abuse, harassment, or other safeguarding misconduct, may result in the immediate termination of the employment/consultancy contract and any other appropriate action deemed necessary by JAGO NARI.

Child Safeguarding Commitment.

JAGO NARI is committed to protecting the rights, dignity, and well-being of all children and takes a strong stance against child abuse, exploitation, neglect, violence, and child labor. All employees are required to comply with JAGO NARI's Child Safeguarding Policy and Code of Conduct and to uphold the highest standards of child protection throughout their employment. Any violation of these standards may result in disciplinary action, including termination of employment, and referral to the appropriate authorities where applicable.

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.
- 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.**
- **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 **November 11, 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.

Advertisement published date: November 04, 2026