JOB VACANCIES

Lutheran Health Care Bangladesh has been asking for applications of prospective candidates for following position-

Position- COORDINATOR- FINANCE

Vacancy

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Requirements

Education

- The ideal candidate should possess a minimum of a four-year undergraduate degree/ BCom. (pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

Experience

- At least 5 years
- The applicants should have experience in the following business area(s):
  NGO, Development Agency, Hospital

Additional Requirements

- Age at least 35 years
- The candidate should have a minimum of five (5) years of work experience in financial management within a reputable organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).
- Relevant working experience project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

Responsibilities:

The 'Finance Coordinator' will work under the direct supervision of the Executive Director and will undertake the tasks and duties to assist implementation of the project. The specific tasks are, but not limited to, as follows:

Maintaining Accounts:

- Maintain accounts in accordance with International Accounting Standard (IAS), on a 'going concern' basis under Generally Accepted Accounting Principles.
- Maintain separate books of account on an accrual basis under historical cost convention.
- Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position along with other notes and relevant information.

Fund Management:

- Monitor the flow of funds from the Donor to project and sub-project to ensure that appropriate procedures are followed.
- To ensure a smooth flow of funds from the project for project implementation.
- Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds.

Budget and Financial Reporting:

- Prepare yearly/half-yearly detailed project budget in line with the procurement plan and other relevant work plans.
- Prepare the budget of a new cost proposal, training, and other sub-project activities.
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project.
- Prepare monthly and half-yearly financial report

Project Monitoring:

- Ensure strong monitoring system of the project through frequent field visits.
- Review external and internal audit report along with management letter of the projects.

Administration and Procurement:

- Ensure that the organozational procurement rules are complied with the project procurement.
- Prepare and regularly update the procurement plan(s).
- Manage logistics and procurements.
- Verifying current inventory levels and keeping records to prevent inventory gaps.
- Overseeing the day-to-day administrative tasks.

Others Responsibilities:

- Maintain the bank accounts and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with Project regarding accounts and budget;
- Support external auditors with necessary information.
- Any other tasks, duties, or specific tasks assigned by the Executive Director.

Salary, Compensation & Other Benefits

- Salary Negotiable.
- Other admissible benefits (Festival Bonus, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Workplace

- Work at office

Employment Status

Full Time

Job Location

Dhaka

Read Before Apply

Read carefully before apply. Send your current CV (maximum 4 pages), 1 recent passport size photo, a cover letter (1 page) explaining your suitability and relevant skills for this position to: lhcbproject@gmail.com or hrsupervisorlhcb@gmail.com. Mention position applied for in the subject of email. Only short-listed candidates will be called for interview. LHCB reserves the right to accept or reject any application without assigning any reason whatsoever.

Apply Procedure

- Send your CV to lhcbproject@gmail.com or hrsupervisorlhcb@gmail.com.
- Application Deadline: 30 May 2025