

পরিচালক (প্রশাসন ও অর্থ) এর দপ্তর	
<input checked="" type="checkbox"/> সহকারী পরিচালক (প্রশাসন)	<input type="checkbox"/> জরুরী ব্যবস্থা নিন
<input type="checkbox"/> উপসহকারী পরিচালক (প্রশাসন)	<input type="checkbox"/> উপস্থাপন করুন
<input type="checkbox"/> উপসহকারী পরিচালক (অর্থ)	<input type="checkbox"/> পরীক্ষা নিরীক্ষা করে ব্যবস্থা নিন
<input type="checkbox"/> উপপরিচালক (পরিচালনা)	<input type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন
<input type="checkbox"/> উপপরিচালক (অভিযোগ)	<input type="checkbox"/> আলোচনা করুন
<input type="checkbox"/> উপপরিচালক (উন্নয়ন)	
নম্বর: ২৬০	তারিখ: ০৫/০৩/২৫

Website & Notice board

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বাণিজ্য মন্ত্রণালয়  
এফটিএ-৪ শাখা  
বাংলাদেশ সচিবালয়, ঢাকা।  
[www.mincom.gov.bd](http://www.mincom.gov.bd)

মহাপরিচালকের দপ্তর	
<input checked="" type="checkbox"/> পরিচালক (প্রশাসন)	<input type="checkbox"/> উপপরিচালক (অভিযোগ)
<input type="checkbox"/> পরিচালক (কোম্পানি)	<input type="checkbox"/> উপপরিচালক (উন্নয়ন)
<input type="checkbox"/> পরিচালক (অর্থ)	<input type="checkbox"/> জরুরী ব্যবস্থা নিন
<input type="checkbox"/> উপপরিচালক (প্রশাসন)	<input type="checkbox"/> উপস্থাপন করুন
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<input type="checkbox"/> উপপরিচালক (অর্থক্রম)	<input type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন
<input type="checkbox"/> উপপরিচালক (পরিচালনা)	<input type="checkbox"/> আলোচনা করুন
<input type="checkbox"/> উপপরিচালক (পরিচালনা)	
নম্বর: ২৬২৬	তারিখ: ০৫-০৬-২৫

স্মারক নম্বর ২৬.০০.০০০০.১২৪.৩১.০০৪.২৩-৩০

তারিখ: ৪ মার্চ, ২০২৫

বিষয়: Common Fund for Commodities (CFC) কর্তৃক, Head of Accounting and Administration (P-3 Level) পদে চাকুরির নিয়োগ বিজ্ঞপ্তি প্রেরণ।

সূত্র : CFC এর পত্র নং CFC/2025/0100/MDO; Date- 25 February 2025

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে Common Fund for Commodities (CFC) কর্তৃক প্রেরিত চাকুরির নিয়োগ সংক্রান্ত বিজ্ঞপ্তিটি প্রচারের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে প্রেরণ করা হলো।

সংযুক্ত: বর্ণনামতে ০৩ (তিন) পাতা

উপপরিচালক (প্রশাসন ও অর্থ) এর দপ্তর	
<input checked="" type="checkbox"/> সহকারী পরিচালক (প্রশাসন-১)	<input type="checkbox"/> জরুরী ব্যবস্থা নিন
<input type="checkbox"/> সহকারী পরিচালক (প্রশাসন-২)	<input type="checkbox"/> উপস্থাপন করুন
<input type="checkbox"/> সহকারী পরিচালক (অর্থ)	<input type="checkbox"/> পরীক্ষা নিরীক্ষা করে ব্যবস্থা নিন
<input type="checkbox"/> সহকারী প্রোগ্রামার (আইটি)	<input checked="" type="checkbox"/> প্রয়োজনীয় ব্যবস্থা নিন
	<input type="checkbox"/> আলোচনা করুন
নম্বর: ৯৫	তারিখ: ১৫/৩/২৫

৪/৩/২০২৫  
(চিত্রা শিকারী)

সিনিয়র সহকারী সচিব  
ফোন: ০২ ৫৫১০০৯৭৬

e-mail: [fta4@mincom.gov.bd](mailto:fta4@mincom.gov.bd)

বিতরণঃ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। চেয়ারম্যান, বাংলাদেশ ট্রেড এন্ড ট্যারিফ কমিশন, ১ম ১২ তলা সরকারী অফিস ভবন (১০ ও ১২ তলা), সেগুনবাগিচা, ঢাকা।
- ২। চেয়ারম্যান, বাংলাদেশ প্রতিযোগিতা কমিশন, ৩৭/৩/এ, ইন্সটান গার্ডেন রোড, রেডক্রিসেন্ট বোরাক টাওয়ার (লেভেল-৪), রমনা, ঢাকা-১০০০।
- ৩। প্রধান নির্বাহী কর্মকর্তা, বাংলাদেশ ফরেন ট্রেড ইনস্টিটিউট, টিসিবি ভবন, ১ কারওয়ান বাজার, ঢাকা ১২১৫।
- ৪। চেয়ারম্যান, বাংলাদেশ চা বোর্ড, ১১১-১১৩, মতিঝিল বা/এ, ঢাকা।
- ৫। মহাপরিচালক, জাতীয় ভোক্তা অধিকার সংরক্ষণ অধিদপ্তর, ১ কাওরান বাজার, ঢাকা ১২১৫।
- ৬। প্রধান নিয়ন্ত্রক, আমদানি ও রপ্তানি প্রধান নিয়ন্ত্রকের দপ্তর, জাতীয় ক্রীড়া পরিষদ ভবন, লেভেল-১৪ ৬২/৩, পুরানা পল্টন, ঢাকা-১০০০।
- ৭। নিবন্ধক, যৌথ মূলধন কোম্পানী ও ফার্মসমূহের অধিদপ্তর, টিসিবি ভবন (৭ম তলা) ১ কাওরান বাজার, ঢাকা-১২১৫।
- ৮। ভাইস চেয়ারম্যান, রপ্তানি উন্নয়ন ব্যুরো, টিসিবি ভবন (২য়, ৫ম ও ৯ম তলা) ১ কাওরান বাজার, ঢাকা-১২১৫।
- ৯। চেয়ারম্যান, চেয়ারম্যানের দপ্তর, ট্রেডিং কর্পোরেশন অব বাংলাদেশ (টিসিবি), ১ কাওরান বাজার, ঢাকা ১২১৫।
- ১০। প্রধান নির্বাহী কর্মকর্তা, (সিইও) বিজনেস প্রমোশন কাউন্সিল, বনশিল্প ভবন ৮ম তলা, ৭৩ মতিঝিল বা/এ, ঢাকা ১০০০।
- ১১। নির্বাহী পরিচালক, দি ইনস্টিটিউট অব কস্ট এন্ড ম্যানেজমেন্ট অ্যাকাউন্ট্যান্টস অব বাংলাদেশ, আইসিএমএ ভবন, নীলক্ষেত্র, ঢাকা-১২০৫।
- ১২। প্রেসিডেন্ট, দি ইনস্টিটিউট অব চার্টার্ড একাউন্ট্যান্টস অব বাংলাদেশ, সিএ ভবন, ১০০ কাজী নজরুল ইসলাম সরণি, ঢাকা ১২১৫।
- ১৩। সেক্রেটারি এন্ড সিইও, ইনস্টিটিউট অব চার্টার্ড সেক্রেটারিজ অব বাংলাদেশ, পদ্মা লাইফ টাওয়ার, ১১৫ কাজী নজরুল এভিনিউ, বাংলামটর, ঢাকা ১০০০।

১৪। অতিরিক্ত সচিব (সকল) বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

অনুলিপি: সদয় অবগতির জন্য প্রেরণ করা হলো:

১। সচিব মহোদয়ের একান্ত সচিব, বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

২। অতিরিক্ত সচিব (এফটিএ) মহোদয়ের ব্যক্তিগত কর্মকর্তা, বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

৩। যুগ্মসচিব (এফটিএ-২) মহোদয়ের ব্যক্তিগত কর্মকর্তা, বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

Ref no : CFC/2025/0100/MDO

The Managing Director

25 February 2025

To: Governors and Alternate Governors of Member States of the Common Fund for Commodities

cc. Executive Directors and Alternate Executive Directors

Your Excellency,  
Dear Madam,  
Dear Sir,

সচিবের দপ্তর	
অতি: সচিব (প্রশাসন)	৯ অফিস ব্যবস্থা মিন
অতি: সচিব (কোম্পানি)	৯ নথিতে মিন
অতি: সচিব (আইআইটি)	৯ পরীক্ষার্থী ব্যবস্থা মিন
অতি: সচিব (একটিএ)	৯ কফি রুম
অতি: সচিব (ডব্লিউটিও)	৯ গার্ড ফাইল
অতি: সচিব (বানিজ্য সংক্রমে)	৯ নথিভুক্ত কলম
অতি: সচিব (টিএসএম)	৯২৩৩
অতি: সচিব (পরিকল্পনা)	
একান্ত সচিব	
ডায়েরী নম্বর:	
তারিখ:	২৫/২/২৫

I have the honour to refer to Regulation 3.2 (c) of the Staff Regulations and Rules of the Common Fund which provides, *inter alia*, that as far as practicable, vacancy announcements shall be transmitted by the Managing Director to Member States.

In connection with this I am pleased to inform you that the Common Fund is currently looking to recruit an **Head of Accounting and Administration (P-3 level)**. The closing date for applications for this position is **Friday, 28 March 2025**.

The Terms of Reference for this position including duties, requirements and the application process are available on the 'Vacancies' section of the Common Fund website <https://common-fund.org/about-us/jobs>. It would be appreciated if appropriate publicity could be given to this announcement within your country.

Please accept the assurances of our highest consideration.

With regards,



Sheikh Mohammed Belal

সুসংগঠিত (একটিএ-২) অফিস
সি.স.স/উপসচিব (একটিএ-৪)
সি.স.স/উপসচিব (একটিএ-৫)
সি.স.স/উপসচিব (একটিএ-৬)
ব্যক্তিগত কর্মকর্তা
ডায়েরী নম্বর:
স্বাক্ষর:
তারিখ:

অতিরিক্ত সচিব (একটিএ) অফিস

সুসংগঠিত (একটিএ-১)
সুসংগঠিত (একটিএ-১১)
উপসচিব (একটিএ-১৩/১৩)
স-সচিব (একটিএ-১৩/১৩)
সি.স.স/উপসচিব/সচিব (অতিরিক্ত পরামর্শ)

৬৪

Handwritten notes in Bengali: "সুসংগঠিত FTA", "অতিরিক্ত সচিব", "২৫/২/২৫"



The COMMON FUND FOR COMMODITIES is inviting qualified candidates to apply for the position of **HEAD OF ACCOUNTING AND ADMINISTRATION (P-3)**

## **HEAD OF ACCOUNTING AND ADMINISTRATION**

The Common Fund for Commodities (CFC) is an international financial institution, established within the UN ecosystem, currently with 101 member states. With poverty alleviation as its core mission, the CFC operates as an impact investment fund by easing commodity dependence in the developing world. With its headquarters in the innovation-rich Amsterdam, since 1989, the CFC has been instrumental in bringing over USD 1 billion in investments for Small and Medium Enterprises (SMEs) and smallholder farmers, while acting as a bridge between developed and the developing world following a sustainability roadmap.

Over the past decade, the CFC has developed a portfolio of direct loans to agricultural SMEs and equity investments in impact funds active across Africa, Asia and Latin America. This is typically financed from its own balance sheet. Challenging new initiatives are underway, including the creation of the Agricultural Commodity Transformation Fund (ACT Fund), a USD 100 million impact fund that will put SMEs in developing countries at the heart of a transformation in agriculture by financing value chains that create climate and income resilience at scale.

The CFC's Head of Accounting and Administration oversees all financial management and administration of the CFC. This includes strategic financial resources management, coordination of a multi-currency financial accounting system, preparation of monthly reports, Consolidated Administrative Budget and annual financial statements in accordance with IFRS standards as well as handling all issues pertaining to the supervision of the Accounting and Administration team.

The ideal candidate is expected to have a minimum of 7 years of experience in an international financial or intergovernmental role. Additional experience in a UN or NGO environment would be an advantage. Excellent writing and communications skills are essential as the Head of Accounting and Administration is expected to prepare documentation sent for presentation to our stakeholders and governing bodies.

This is a full-time position based in Amsterdam, remuneration is being offered at the ICSC P-3 level and the initial appointment is a fixed term post of 2 years with provision for further extensions

### **Why Join CFC?**

- The CFC pays an attractive compensation based on United Nations grade levels, including a tax-exempt salary and additional benefits.
- Contribute to a global mission of poverty alleviation and sustainable development.
- Work in a dynamic and multicultural environment with a team of dedicated professionals.
- Play a key role in shaping the financial and administrative strategies of an international financial organization.
- Opportunities for professional growth and development.

## **DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES**

The Head of Accounting and Administration will lead the ongoing development of financial and administrative systems to enhance oversight, transparency and operational efficiency. They will report directly to the Managing Director of the Common Fund and their duties shall include but not be limited to:

### **Accounting and Back Office**

- Preparation of Annual Financial Statements and reports in accordance with International Financial Reporting Standards (IFRS).



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### **Accounting and Back Office**

- Preparation of Annual Financial Statements and reports in accordance with International Financial Reporting Standards (IFRS).

- Lead the annual audit process and ensure compliance with audit recommendations.
- Coordinate and oversee the running and maintenance of a multi-currency financial accounting system for the Fund's resources.
- Liaison with external and internal auditors.
- Liaison with the External Administrator of ACT Fund.
- Conduct and oversee Anti-Money Laundering (AML) checks on payments to ensure compliance with internal policies.
- Lead and prepare the Annual Consolidated Administrative Budget and subsequent budget monitoring of regular and external funding.
- Provide financial reports (monthly management report) and analyse other financial reports originating outside the Unit.
- Supervision of payroll and Provident Fund computations.
- Report and Accounting of Trust Funds.
- Supervision of Back Office settlements and reconciliations.
- Responsibility for Loan, Grant and equity project administration and reporting.
- Responsibility for the custody and conservation of accounting records and reports.
- Provide Member States with information regarding their Share Capital Contribution and other required financial reports
- Sustained efforts for cost optimization.

#### **Administration Matters**

- Supervise the administrative functions of the CFC, including human resources, procurement, and office management.
- Develop and implement policies and procedures to enhance operational efficiency.
- Ensure compliance with organizational and legal requirements in all administrative activities.
- Oversee the management of contract and service agreements with office vendors.
- Preparation and Presentation of documents for CFC's governance bodies.

#### **Strategic Leadership**

- Provide strategic guidance on financial and administrative matters to support the CFC's mission and vision.
- Help implement the Strategic Framework of CFC 2025-2035 when adopted.
- Advise the Managing Director to align financial and administrative strategies with the Fund's mission.
- Represent the CFC in financial and administrative discussions with stakeholders, including member states, donors, and partners.
- Leverage expertise in impact financing to identify and secure funding opportunities for CFC investments.

#### **General**

- Supervision and performance management of a small team of three colleagues responsible for Administration, Back office and Accounting.
- Implement a system of internal control.
- Advise and provide guidance to the Managing Director on financial issues of the Fund.

## COMPETENCIES

Empathy. An ability to have a deep understanding of the challenges faced by marginalized communities, particularly in the developing world.

Communication and Teamwork. Demonstrates openness in sharing information and keeping people informed, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Commitment to CFC's policy on Additionality, Partnerships and Innovations (API).

Structured and analytical thinking. The successful candidate should demonstrate the capacity and skill to obtain and analyse complex information from multiple sources, producing a clearly structured interpretation and numerical indicators reflecting the CFC's impact performance.

Strong functional and operational understanding and proactive attitude. In addition to analytical skills and communications experience, the successful candidate must possess a clear understanding of how individual projects combine to create a high-impact project portfolio. Proactive attitude to addressing shared challenges is a strong advantage.

Leadership. The successful candidate must lead by example, provide direction, and inspire others. This requires establishing trust and credibility, maintaining transparency, and demonstrating reliability, while also empowering staff through timely performance evaluations and opportunities for growth.

Commitment to good governance and ethical business practices. The successful candidate is expected to have the commitment to ethical business practices, diligence and good governance. Understanding of the UN Global Compact principles will be an advantage.

## SELECTION CRITERIA

- An advanced university degree (Master's level or higher) in Accounting, Finance, or a related field, along with a recognized IFRS qualification (e.g., ACCA DipIFR, ICAEW IFRS Certificate) and up-to-date knowledge of IFRS standards
- Minimum of 10 years' experience in a senior accounting, financial management, or analytical role within a financial institution, consulting firm, multinational corporation, NGO, or development finance organization.
- Expert knowledge of IFRS, financial reporting, and risk management, with a proven track record of ensuring compliance and regulatory adherence in financial operations.
- Experience in managing financial planning, budgeting, forecasting, and internal controls, with a strong ability to conduct financial analysis and scenario modelling.
- Proven leadership skills, including the ability to lead teams, provide strategic direction, and foster a culture of accountability and continuous improvement.
- Exceptional problem-solving and critical-thinking abilities, with a track record of success in navigating complex financial and operational challenges.
- Excellent writing, presentation, and communication skills, with the ability to convey financial insights clearly to diverse stakeholders, including senior executives, development finance professionals, and non-financial audiences.
- Strong negotiation and stakeholder management experience, particularly in working with auditors, regulatory bodies, donors, and financial institutions.
- Demonstrated ability to implement and oversee accounting and financial systems, including ERP platforms, data analytics, and financial software (e.g., Microsoft Excel, financial modelling tools, and database applications).
- Familiarity with SEMS (Social and Environmental Management Systems) and ESG (Environmental, Social, and Governance) frameworks is a distinct advantage.

- High level of attention to detail and integrity, ensuring accuracy in financial reporting and risk assessment.
- Strong interpersonal skills, with the ability to mediate, facilitate discussions, and build effective partnerships across diverse teams and cultures.
- Ability to simultaneously manage multiple, complex projects in a deadline-driven and high-achieving environment.
- Ability to work independently and autonomously.
- Excellent written and spoken communications in English. Fluency in other UN languages, particularly Spanish or French, is an advantage.
- It is important to note that the CFC can only employ Nationals of its Member States, for a full list of Member States please refer to the "About us" section of the CFC website.

### TO APPLY

Applicants should complete this form and send a brief cover letter (max 500 words) and concise curriculum vitae not exceeding 3 pages, in English, to [recruitment@common-fund.org](mailto:recruitment@common-fund.org) including their FULL name and Vacancy Ref (2025 – 01) in the email subject heading.

The closing date for applications is 18:00 (CEST) on Friday, 28<sup>th</sup> March 2025.

*Due to the anticipated high number of applicants, the CFC reserves the right to close this opportunity once sufficient applications are received. Contact will be made with shortlisted candidates only.*

### ADDITIONAL INFORMATION

- Please note that the CFC does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- The CFC embraces diversity and is committed to equal employment opportunity.
- The CFC reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- All CFC staff are responsible for performing their duties in accordance with the CFC Policies, Code of Conduct and associated guidelines, as well as other relevant accountability frameworks.
- It is the policy of the CFC to conduct background checks on all potential personnel. Recruitment in the CFC is contingent on the results of such checks.

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