



TERMS OF REFERENCE

A. POST DETAILS

Post Title	:	Finance & Admin officer
Salary	:	30,000/-BDT
Project Name	:	WGEIE Project, RHDC
Project Duration	:	Joining date to February,2025

B. Duties & Responsibilities:

Under supervision of District Officer -WGEIE & Accounts Officer of HDC and technical guidance of Finance and Accounts Officer of ERRD-CHT, UNDP, the Finance & Admin Officer will be responsible for:

Finance:

- S/he will support District Officer-WGEIE for component's budget delivery, fund request, expenditure reports, financial reports, audit etc.
- Process accounts payable and receivable in a timely and accurate manner.
- Maintain general ledger and ensure accurate financial records.
- Prepare financial reports (e.g., balance sheets, income statements, cash flow statements) according to established deadlines.
- Assist with budgeting and forecasting activities.
- Liaise with auditors during external audits.
- Ensure adherence to all financial regulations and policies.
- Support in facing audit for the project.

Administration:

- Manage office supplies and equipment inventory.
- Coordinate travel arrangements and logistics for staff.
- Provide general administrative support, including filing, correspondence, and scheduling.
- Manage petty cash and office expenses.
- Assist with human resource functions as needed (e.g., onboarding, leave management).
- Maintain a professional and organized work environment.
- S/he will perform any other duties/assignments as and when required by the project.

C. Qualifications

Education & Experience:

- Bachelor degree in accounting, Finance, Business Administration, Commerce, or a related field.
- Minimum 3 years' practical experience working in finance sector with government and non-government organizations.
- Prior experience working on similar projects (RHDC & SID-CHT, UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

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