

Position: Finance and Administration Officer

Location: The Brighters Office

Type: 8 hours a day, full-time

Salary: 15,000 BDT

Deadline to Apply: April 15, 2025

Job Description:

- 1. Keeping track of finances and creating monthly financial reports
- Manage daily logistical and administrative duties
- 3. Manage petty funds and make sure all paperwork is in order.
- 4. Support financial forecasting and budget planning
- 5. Oversee the inventory of fixed assets and office supplies.
- 6. Assistance with procurement and HR procedures
- 7. Verify adherence to donor criteria and organizational policies

Necessary Competencies:

- 1. Fundamental understanding of finance and accounting
- 2. Knowledge with accounting software, Google Sheets, and Microsoft Excel
- 3. Excellent documentation and organizing abilities
- 4. Effective time management and communication
- 5. The capacity to meet deadlines and pay attention to details
- Education Requirement: 1. Accounting bachelor's degree or running student or a similar discipline.