



Name of Position: Senior Officer, Finance & Accounts

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: Anywhere in Bangladesh/UCEP Barishal

Application Deadline: 15 October 2026

Job Purpose: To contribute to ensuring that UCEP Bangladesh's finance, accounts, procurement and relevant administration-related functions are managed efficiently and effectively, complying with relevant policies and procedures in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Education:

- Master's in Accounting or Finance with CA (CC).

Experience:

- Minimum 05 years of relevant professional experience in the Accounts/Finance Department of a large organization.

Others:

- Excellent computer operating skills including MS Office packages and trained in QuickBooks, ERP and other accounting-related latest software and tools etc.
- Self-motivated, adaptable and team player. Ability and willingness to travel frequently.
- Willingness to transfer at any place where UCEP has its activities.

Age: The age limit for the applicant would be maximum 40 years. Management has the right to make exceptions based on qualifications.

Responsibilities:

- To contribute implementing UCEP Bangladesh's values, vision, mission and goals, and development of future strategy documents as needed.
- To ensure that all financial and accounting functions of the Regional Office and all its entities comply with UCEP Bangladesh and national financial management and compliance-related policies.
- To ensure proper use and management of Enterprise Resource Planning (ERP), QuickBooks and other automated tools and software for financial and accounts management.
- To contribute to develop annual business goals related to the Finance and Accounts function.
- To ensure proper (electronic and hard copy) record-keeping, books of accounts and ensure full transparency of decision-making in regard to accounts-related transactions, including Provident Fund and Gratuity Fund at central and regional level.
- To ensure preparation of vouchers with reference numbers and relevant supporting documents in compliance with UCEP Bangladesh policies.
- To ensure timely preparation of payroll and payout.
- To prepare cost effective monthly/ quarterly regional budget and ensure its effective and efficient implementation.
- To contribute timely preparation, submission of NGOAB / DC Office fund clearance applications and obtain necessary approval.



- To ensure preparation of monthly budget variance report and disseminate to respective cost centers at central and regional level.
- To provide necessary support for timely preparation of Annual Accounts for management and external auditors.
- To ensure deduction of VAT & IT at source as per government rules and thereafter timely deposits in government treasury.
- To ensure effective coordination with Programmes, HRM and Administration and other departments as necessary for efficient management of financial functions.
- To ensure all asset-related transactions, its proper recording and verify updated inventory records of all assets in coordination with relevant teams.
- To ensure correctness and accuracy of all bills, papers and documents before disbursement and ensure vouchers are prepared accordingly.
- To ensure maintenance of books of accounts for partnership projects separately if necessary.
- To ensure and verify the day-to-day accounts, including petty cash management efficiently.
- To contribute to carry out all sorts of activities regarding the purchase of goods and services for the smooth operation at the regional level.
- To carry out any other relevant tasks assigned by the supervisor as and when necessary.

Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: As per organizational policy.

Compensation & Benefits: Contributory Provident Fund (PF), Gratuity, Festival Bonus, Group Insurance, Weekly 02 Holidays etc.

*****Applications without requisite qualifications and experience will not be considered.**

Apply Procedure

Interested candidates should apply through <https://jobs.ucepbd.org> on or before **October 15, 2026**. Only shortlisted candidates will be contacted and may be requested to provide additional information. **The authority reserves the right to accept or reject any or all applications at any stage of the Recruitment and Selection Process without assigning any reason whatsoever.** Direct applications to any UCEP Bangladesh staff, any communication regarding the application or any attempt to influence the recruitment process will result in **immediate disqualification**. UCEP Bangladesh is committed to promoting **equity and gender parity** within the organization. Therefore, qualified **women, Persons with Disabilities (PWDs), and candidates from disadvantaged backgrounds** are especially encouraged to apply.

