



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

“Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” Project

Vacancy Announcement

Published Date: 27 February 2026

Submission Deadline: 05 March 2026, 4:30 PM

Zabarang, a local NGO based in Khagrachhari Hill District, invites applications from qualified candidates for the following positions under the above-mentioned project, supported by **Helen Keller International**. The project aims to improve the nutritional status, health resilience, and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts through integrated Nutrition, Food Security, and WASH interventions. Recruitment is subject to final approval and agreement between Helen Keller International and Zabarang.

Name of Position: Finance Officer

Number of Position: 01 (One)

Duty Station: Khagrachhari Head Office

Duration of contract: 8 Months

Salary: As per project allocated salary and Other Admissible benefit.

Reports to: Project Coordinator/Head of Finance and Human Resources

Supervises: None

Job Summary

The **Accounts & Finance Officer** will be responsible for ensuring effective financial management, accurate accounting, and compliance with donor and organizational policies for the project “**Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts.**”

KEY TASK AND RESPONSIBILITIES

Key Areas of Accountability:

A. Financial Management & Reporting

- Maintain books of accounts, vouchers, cash/bank registers, and supporting documents.
- Prepare monthly financial reports, bank reconciliation statements, and budget tracking sheets.
- Process payments, salaries, advances, and settlements as per approved budgets.
- Maintain cheque, petty cash, advance, asset, and inventory registers.
- Verify vendor and staff claims ensuring accuracy and timely disbursement.

B. Budgeting & Monitoring

- Assist in preparation and revision of project budgets.
- Monitor expenditures against approved budgets and activities.
- Consolidate and submit financial reports to management and donors on time.

C. Compliance & Audit

- Ensure compliance with donor guidelines and organizational finance policies.
- Support internal and external audits and follow up on audit recommendations.
- Maintain strong financial documentation and internal control systems.

D. Other Duties

- Perform additional responsibilities assigned by management.

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

Academic: MBA/Master’s degree in Business Studies, Accounting, Finance or related field.



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

Working Experience: Minimum 4 years' practical experience in NGO/INGO or donor-funded projects preferably in Chittagong Hill Tracts.

Knowledge

- Strong knowledge of accounting software and MS Excel.
- Strong knowledge of budgeting, reporting, compliance, and internal controls.
- Familiarity with donor compliance (INGO preferred).
- High integrity, attention to detail, and strong organizational skills.

Attitudes:

- Works well with teams
- Conscious of child protection issues
- Non-discriminatory and gender sensitive

Interested person, who meet the above requirement, are requested to submit following documents-

- 1) Cover letter and updated CV with 1 copy of recent passport size photograph;
- 2) Photocopy of last academic certificates;
- 3) Experience certificates;
- 4) Copy of NID.

Applicant can also apply through email at info.zabarang@gmail.com, and Cc: info@zabarangbd.org. Only PDF copy will be accepted.

Disclaimer

Only short listed candidates will be called for participation in the interview process. No TA/DA will be provided for attending at the interview. Any persuasion will disqualify the candidate and Zabarang recruitment committee reserves the right to accept, rejects or taking any kinds of decision related to this recruitment.

Eligible female candidates and persons with disability are highly encouraged to apply.

Read Before Apply:

Zabarang is committed to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions; accordingly all the recruits will go through specific checks and compliance procedures in accordance to its **Child Protection Policy** and **Safeguarding Policy**. Zabarang has 'zero' tolerance towards incidents of violence or abuse against children or women or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.

Please note that:

- Residences Candidates from Khagrachhari Hill District will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with Zabarang Kalyan Samity will get preference.

Interested candidates are requested to submit their Cover Letter, a recent photograph and CV/Resume to the following email address by mentioning the applied position in subject line to the Executive Director, Zabarang Kalyan Samity on or before 5th March 2026, 4:30 PM.

Email address: info.zabarang@gmail.com and info@zabarangbd.org or

Hard Copy to: Executive Director, Zabarang Kalyan Samity, Khagrapur, Khagrachhari.

Executive Director

Zabarang Kalyan Samity
Khagrapur, Khagrachhari.