



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Finance Officer Bangladesh Office

Job Description

The Finance Officer is responsible for providing financial support to the Zakat Foundation of America Bangladesh Office. The Finance Officer will be assisting the Country Director in the overall Accounting and Finance issues of the country office. The Finance Officer reports to the Country Director as well as maintaining direct contact with the Senior Accountant at the Zakat Foundation of America HQ Office in Chicago.

Financial Management:

- Manage ZFA Bangladesh day-to-day financial transactions including accounts payable, accounts receivable, and payroll processing.
- Process financial transactions, including payments, receipts, and invoices.
- Preparing allotments for the project expenses.
- Maintain accurate and up-to-date operational and non-operational financial records using accounting software.
- Prepare financial reports, budgets, and forecasts as required by management.
- Preparation and maintenance of the Project Budget to ensure data is complete and maintained on a timely basis.
- Analyze differences in the projections and actual spending and submit adjustments as required

Budgeting and Forecasting:

- Assist in the development and monitoring of organizational budgets following the ZFA's HQ guidelines.
- To forecast and monitor expenditures of the project and communicate results with the relevant staff.
- Track expenses against budget allocations and provide regular updates to management.
- Identify areas for cost-saving measures and efficiency improvements.
- Coordinate the annual budgeting process in collaboration with program managers and other departments

Compliance and Reporting:

- Ensure compliance with relevant financial regulations and internal policies.
- Prepare financial documentation for audits and assist auditors during annual audits.
- Prepare quarterly, semiannual, and annual financial reports as per donor requirements, ensuring it is complete, accurate, and produced on time to ensure adequate review, approval, and submission to the Project Manager.
- Submit financial reports to relevant government agencies and funding partners in a timely manner.
- Support the implementation of internal control measures.
- Documentation and submit the financial report to government agency as required by law
- Tax Clearance with the Ministry of Finance.



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- On a monthly basis prepare Budget Versus Actual reports for both fees and reimbursable reports and send them to relevant staff.
- Ensuring that project expenditures and contract payments are made in accordance with the terms and conditions of the contracts.
- Review the budget and actual expenses and forecasting results on an on-going basis and communicate status to the relevant staff on time

Qualifications & Experience

1. A bachelor's degree in business administration or other relevant fields of study.
2. Minimum of 2 years of experience in finance management duties in office environment, preferably providing support to an executive level position.
3. Fluency in English. Knowledge of one or more local languages is desired.
4. Proficiency in Microsoft Office particularly Microsoft Excel.
5. Strong organizational, interpersonal, and oral communication skills required

Environment

1. This position is open for Bangladesh nationals only.
2. Workplace is smoke-free and drug-free environment.
3. ZFA is an Equal opportunity employer