

1. Preparing vouchers; ensuring filling of forms & and formats, proper budget coding and generating payment vouchers, cheque writing, and banking transactions.
2. Maintaining accurate and up-to-date financial records by recording day-to-day transactions reviewing and processing all bills, and ensuring proper entry and documentation.
3. Preparing the monthly, quarterly, and annual financial reports ensuring accuracy and completeness. Moreover, preparing the project-wised, donor report, TDS report, and other reports as per need.
4. Preparing financial statements including journals, ledgers, bank reconciliations, cash reconciliations, cash verifications, store ledgers, trial balances, and final reports and presenting them to the management team.
5. Assisting the management team in preparing planning and budgeting. Then forecasting income and expenses for upcoming months. To assist in the preparation of the annual budget and audit for the Executive Director & Programme Manager and other staff as appropriate,
6. Timely payments to vendors, and staff and settlement of advance, liabilities, and receivables, etc.
7. Assist the team in preparing salary sheets, salary deposits, tax calculations, and timely calculation and deposit of the organization and staff tax liabilities.
8. Timely deposit of tax and staff retirement funds to related organizations.
9. Ensure petty cash is managed and replenished according to the established petty cash level.
10. Maintain & and safely keep backup data and finance-related documents. Maintain proper documentation.
11. Ensure checkbooks and invoices are well accounted for and are kept in safe and secure custody.
12. Ensure donor compliance in project implementation.
13. Ensure timely payment of Tax, ETDS, and update on a monthly basis
14. Provide support in the process of internal, external, and statutory audits.
15. Assist in procurement of project-related goods and services.
16. Ensure that the logistic supports are provided efficiently.
17. Ensure that proper store management is being done and office assets are adequately safeguarded.
18. Maintain proper records of assets and inventory of the office and projects.
19. Check, update, and manage all the fixed assets of the organization properly.
20. Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
21. Maintain an office environment that is clean, organized, and well-functioning for all staff.
22. As necessary participate in the workshop, meeting, training, traveling, and visiting organized or instructed by Organization.
23. Support in all local procurement functions.
24. Safeguarding the confidentiality of organizational records.
25. Act as per organizational needs.