



# Bangladesh Agro Processors' Association (BAPA)

## Bangladesh Agro Processors' Association (BAPA) Partnership Skills for Employment Investment Program (SEIP)

ToR

Job Title: Accountant

Supervisor Title: Coordinator (Finance & Procurement)

Duration: 45 months.

Duty station: Project Implementation Unit (PIU), Dhaka

### 1. Job Summary

The Accountant will be responsible for ensuring effective accounts keeping and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU)-SEIP. He/She will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) prepare all payments and expenditures documents/vouchers (iv) prepare and submit monthly/annual work plan and budget (v) manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with government procurement guidelines (vi) timely implementation of all financial and procurement activities as planned and (vii) timely submission of financial report. He/She will be in regularly monitored by Coordinator (Finance & Procurement).

### 6. Authority:

Report to the Coordinator (Finance & Procurement), he/she will maintain close communication with other Coordinators, Agro-food Processing industries and other financial institutes.

### 7. Domains of Expertise

1. Account, Finance and Procurement.
2. In-depth understanding on SEIP finance and procurement system



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### **5. Working Principles and Conditions**

1. Ensure financial statement/reporting and procurement system based on SEIP guide lines
2. Ensure the efficient and effective financial management.

### **6. Qualification**

Masters in Accountancy/MBA in Finance with minimum 3-5 years working experiences.