



ZAKAT
FOUNDATION
of AMERICA



**BE PART OF A TEAM
THAT SERVES HUMANITY**

WE ARE HIRING!

FINANCE OFFICER

Join a purpose-driven organization making a real difference in Bangladesh.

DEADLINE TO APPLY
16 May 2026

SALARY
Tk. 50,000 - 55,000
(Monthly)

JOB LOCATION
Dhaka

VACANCY
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REQUIREMENTS

- Master of Business Administration (MBA)
- Master of Commerce (MCom)
- Master of Business Studies (MBS) in any other relevant field.

EXPERIENCE

- 7 to 8 years
- Experience in NGO/INGO financial management is preferred
- Age: 25 to 55 years

SKILLS & EXPERTISE

- Accounts & Finance
- Banks & Financial
- Compliance Audit
- Financial Management
- NGO/ Other Services
- VAT & Tax
- Accounting Software
- Financial Analysis
- Financial Reporting

KEY RESPONSIBILITIES

Financial Management

- Manage day-to-day financial transactions (accounts payable, accounts receivable, payroll, payments, receipts, invoices)
- Maintain accurate financial records using accounting software
- Prepare financial reports, budgets, and forecasts as required
- Ensure proper filing and documentation of all financial transactions
- On a monthly basis, prepare Budget Versus Actual reports for both fees and reimbursable reports and send them to the 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 ongoing basis and communicate status to the relevant staff on time.

Budgeting & Forecasting

- Assist in the development and monitoring of organizational budgets
- Forecast and monitor expenditures and communicate results with the relevant staff
- Track expenses against budget allocations and provide regular updates
- Identify areas for cost-saving measures and efficiency improvements
- Coordinate the annual budgeting process in collaboration with program managers and other departments
- Monitor budget utilization and expenditures against approved budgets

Compliance & 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
- Submit financial reports to relevant government agencies and funding partners in a timely manner
- Ensure tax clearance with the Ministry of Finance

Other Responsibilities

- Maintain direct contact with the Senior Accountant (ZFA HQ) and provide support
- Assist internal and external auditors during audits and provide necessary documents
- Follow up audit observations and recommendations
- Maintain internal financial controls and accountability mechanisms
- Commitment to organizational values, policies, and code of conduct
- Perform any other finance and administrative duties assigned by the supervisor or management

Environment

- This position is open for Bangladesh nationals only.
- The workplace is a smoke-free and drug-free environment.
- ZFA is an Equal opportunity employer.

WORKPLACE
Work at office

EMPLOYMENT STATUS
Full Time

PUBLISHED
11 May 2026

ABOUT ZAKAT FOUNDATION OF AMERICA

Zakat Foundation of America is a faith-based international humanitarian and development organization committed to poverty alleviation, orphan support, education, healthcare, emergency response, livelihood development, and social welfare initiatives.

In Bangladesh, the organization implements humanitarian and development programs focused on orphan care, women and youth empowerment, health and nutrition, disaster response, WASH, education support, skills development, and community resilience.

We work closely with local communities, government institutions, donors, and development partners to improve the socio-economic conditions of vulnerable and marginalized populations.

APPLY NOW!



Send your CV (and Video CV if available) to

hr@zakat.org.bd



Your skills can help change lives.
APPLY TODAY & BE THE DIFFERENCE!

www.zakat.org.bd

[Zakat Foundation of America - Bangladesh Office](#)

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