



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of Accounts Officer

under the “Skills for Industry Competitiveness and Innovation Program (SICIP)” Project

Basic Information:

Name of the Position	: Accounts Officer
Number of the Position	: 01 (One)
Highest Degree	: Master’s or equivalent degree
Experiences	: Minimum 03 years
Age	: Maximum 45 years
Monthly Consolidated Salary	: BDT 50,000/- and other admissible benefits
Assignment Duration	: 01 (one) year (Annually renewable based on performance)
Duty Station	: Dhaka; Field visit is required across the country.

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization established by the Government of the People’s Republic of Bangladesh in 1990 has been implementing various development programs/projects for sustainable poverty reduction through its Partner Organizations (POs) all over the country.

PKSF has been implementing a skill development project titled ‘**Skills for Industry Competitiveness and Innovation Program (SICIP)**’ jointly financed by the Government of Bangladesh (GoB) and the Asian Development Bank (ADB). The objectives of the project are to (i) deliver industry-relevant basic and mid-level skills training for priority and emerging industries and (ii) promote inclusive skilling and upskilling opportunities for women and socially disadvantaged groups through targeted training programs. This project will be implemented across the country through Partner Organizations (POs) of PKSF. For detailed information, please visit PKSF’s website <https://www.pksf.org.bd>

2.0 Project Period:

The project period is 03 (three) years.

3.0 Duration:

The employee will be recruited initially for 01 (one) year with an opportunity for performance-based annual renewal during the project period.

4.0 Duty Station:

The employee will be stationed at Dhaka. S/he will have to travel anywhere in Bangladesh including the most remote areas as per instruction of the PKSF.

5.0 Major Responsibilities:

The duty of the Accounts Officer is to handle financial transactions, maintain accurate financial records, and assist in implementing accounting procedures in alignment with guidelines and standards set by SDCMU-SICIP. The following are the major duties and responsibilities of the designated post:

PKSF Bhaban-1, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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- Assist in implementing the account and financial management system of the PIU according to SDCMU's guidelines
- Provide support in preparing necessary documentation for internal and external audits
- Support Coordinator (Finance & Procurement) in maintaining comprehensive records and documentation in prescribed formats for financial transactions and procurement processes
- Conduct regular financial monitoring visits to partner training institutes
- Check out bills with required documents and ensure payment of TIs in due time
- Assist in procurement activities in accordance with PPR guidelines
- Assist in timely execution of financial activities
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSF.

6.0 Academic Qualifications and Experience:

- Master's/MBA in Accounting/Finance with 3 years of relevant experience.
- Candidates must possess a minimum of one first class or equivalent grade in their academic career.
- No third class or equivalent grade will be accepted at any level of education.
- Working Experience in skills development project implemented by the Government will be an added advantage.
