



Job Announcement

Research, Training and Management International (RTMI) is a non-profit, women-led resource organization established in 1994 transforming development landscapes across Bangladesh including Cox's Bazar, Bhasanchar and Sylhet.

Job Circular No.: 20250619-010

Position: Admin Cum Finance Officer

Location: Bhasanchar

Number of Vacancies: 01

Job Responsibilities:

Under the supervision of the Finance and Admin Manager and in close collaboration with the Programme Manager, the Admin cum Finance Officer will be responsible for the following:

- Support the Project Management team in the effective implementation of program activities.
- Monitor field-level implementation activities and coordinate closely with the Project Management and Training Coordinator.
- Prepare accurate monthly financial reports and ensure timely submission to relevant stakeholders and RTMI Headquarters.
- Maintain all financial records and documentation at the field level.
- Provide comprehensive administrative support to both the project team and the head office.
- Properly preserve employee contract files and related HR documentation.
- Maintain up-to-date employee records, including attendance, leave, and absence tracking.
- Communicate office circulars, notices, and official orders to all project staff as necessary.
- Regularly report to the Finance and Admin Department at RTMI HQ regarding project progress and administrative updates.
- Manage the Project Bank Account, ensuring accurate and timely financial transactions.
- Maintain the Cash Book, General Ledger, and all necessary accounting registers.
- Prepare monthly bank reconciliation statements.
- Organize and safeguard vouchers and all financial documents in an auditable manner.
- Ensure timely disbursement of financial support for all ongoing field activities.
- Carry out any additional duties assigned by the authority as required for the smooth operation of the project.



Research, Training and Management (RTM) International

Employment Status:	Contractual
Salary:	As per org policy
Job Location:	Bhasanchar, Noakhali District
Educational requirements:	<ul style="list-style-type: none">▪ Bachelor of Business Administration (BBA)▪ Master of Business Administration (MBA) would be preferable
Experience and other Requirements:	<p>Minimum 1 year of relevant experience in administration and financial management, preferably within development or humanitarian projects.</p> <p>Additional competencies:</p> <ul style="list-style-type: none">• Experience in low-resource or humanitarian settings (e.g., Bhasanchar) is highly preferred.• Prior work with UN agencies, USAID, or IOM-funded projects will be considered a strong advantage.• Demonstrated commitment to humanitarian principles and support for Rohingya refugee well-being.• Willingness to learn and adapt to challenging environments.• Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.• Strong organizational skills, with the ability to manage time and maintain accurate records under limited resources.• Effective communication and coordination skills within a team and across departments.
Compensation & other benefits:	As per organization policy
Last date of submission:	25 June 2025
Applying to:	

Read Before Apply:

The incumbent will maintain and abide by the RTM International Code of Conduct in discharging any duties in the refugee camps (while interacting/treating/counseling the refugee population) and commit to abide by the PSEA core principles and other issues.

Attention:

RTM International has a Policy regarding Protection against Sexual Exploitation and Abuse (PSEA), a Gender Policy, and a Child Protection Policy. The organization has a Policy of Zero Tolerance regarding this issue. Candidates having knowledge of PSEA will be preferred. Female candidates are encouraged to apply.



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Application Instruction

Job Circular No.: 20250619-010

(Applicant must mention job circular no. & Position in E-mail Subject Line)

Interested candidates may apply to the **Director (Administration), RTM International, 581 Shewrapara, Mirpur, Dhaka 1216** by sending their application and details CV along with recent passport size photographs, copy of NID, copy of all academic certificates and contact details **on or before 25 June 2025** to E-mail address: job04@rtm-international.org (*indicating Circular No. & Position name in the Subject line*).

Submit your CV as per RTM International's CV format file (CV download Link: <http://rtm-international.org/478/>).

Only short-listed candidates will be called for interview.

No TA/DA will be provided for attending the interview.

Director (Administration)

BD Jobs Circular Link:

<https://jobs.bdjobs.com/jobdetails.asp?id=1376745&ln=1&JobKeyword=Admin%20Cum%20Finance%20Officer>

* [BD Jobs Circular PDF File](#).