



Job Vacancies

Job Circular No.: 20250619-011

Position: Finance and Admin Manager (50%)

Location: Dhaka

Number of Vacancies: 01

Reports To: Project Director

About RTMI:

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 Responsibilities:

RTMI is seeking a qualified and experienced **Finance and Admin Manager** to lead the financial, administrative, and operational functions of a health project in **Bhasanchar and Noakhali**. The position is based in Dhaka and reports directly to the **Project Director (RTMI)**. The incumbent will play a key role in ensuring financial accountability, administrative efficiency, and compliance with RTMI and donor policies.

Key Responsibilities:

Financial Management:

- Oversee day-to-day financial operations of the project in alignment with RTMI's finance policies and donor requirements.
- Prepare, monitor, and update project budgets in collaboration with program teams.
- Ensure timely processing of payments, reconciliations, and maintenance of accurate financial records.
- Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Coordinate with auditors, donors, and RTMI's central finance department during audits and financial reviews.

Administrative Management:

- Supervise and manage administrative staff supporting the project.
- Ensure proper documentation, asset management, and recordkeeping of all administrative activities.
- Oversee procurement processes ensuring compliance with organizational and donor policies.
- Support the HR team in recruitment processes, payroll, staff benefits, and maintaining up-to-date personnel files.

Compliance & Coordination:

- Ensure adherence to financial and administrative procedures, including internal controls and risk mitigation.



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- Maintain communication with project leadership, program staff, and field teams to provide necessary administrative and financial support.
- Carry out any other duties assigned by RTMI authorities as required for the successful implementation of the project.

**Note: Internal staff will be given preference for this position.*

Employment Status:	Contractual (06 months, may extend later)
Salary:	As per organization policy
Job Location:	Dhaka
Educational requirements:	Master's degree in Finance, Accounting, Business Administration, or Commerce.
Experience and other Requirements:	Minimum 5 years of experience in financial and administrative management, preferably in NGO/INGO or donor-funded projects. Additional competencies: <ul style="list-style-type: none">• Proven experience in budget preparation, financial analysis, and donor reporting.• Knowledge of procurement, HR policies, and administrative systems.• Proficiency in MS Office and accounting software (e.g., Tally, QuickBooks, or similar).• Strong communication skills and attention to detail.
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

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(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)