



The WorldFish Center, located on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a non-profit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

ACCOUNTANT CUM ADMINISTRATIVE ASSISTANT

Key Responsibilities

- Reporting to the Project Manager, WorldFish Center, the Accountant cum Administrative Assistant will support other Worldfish staff and maintain the day to day basic accounts for the WorldFish Center under the Nobo Jibon-Bangladesh program;
- Ensuring advances/receivables with staff are liquidated on a timely basis;
- Ensuring monthly reconciliation of bank and petty cash accounts;
- Ensuring timely month end closure and submission of liquidation reports submission to Headquarters;
- Verifying all vouchers for appropriate project number, account/budget codes;
- Preparing all voucher data entry and preparation;
- Performing all banking tasks;
- Ensuring all records are in proper filing system and updated;
- Providing secretarial and administrative support for project - prepare letters, memos, faxes, monthly and quarterly work plan, travel etc.;
- Preparing monthly vehicle maintenance report;
- Ensuring all logistics and assisting to organized workshop, seminar, conference, training materials/ equipment, etc.;
- Preparing accounts statement and monthly fund request submission to Headquarters;
- Communicating with different institutions;
- Purchasing office supplies/equipment;
- Managing office equipment inventory;
- Ensuring expenditures are made according to budgets; and
- Responsible in any other task as required by the office.

Skills and Abilities

- Excellent communication and team working skills;
- Fluency in written and spoken English and Bangla;
- Ability to use Microsoft Office applications - Word, Excel and Power Point; and
- Good administrative skills.

Qualifications and Experience

- Bachelors Degree in Business Studies or Science in related fields;
- 5 years or more of proven experience preferably in administrative and accounting roles in agriculture, fisheries or related programs.

- A demonstrated record of inter-disciplinary, partnership building, and the desire to work in a collaborative environment.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject header "**Application for the position of Accountant cum Administrative Assistant – Bangladesh Office**") to the Human Resources Strategy and Services Unit at worldfish-bangladesh@cgiar.org. Screening of applications will begin immediately and continue until **26 October 2010** or until filled. This is a national position that will be based in Barisal under the WorldFish Center, Bangladesh and South Asia Office in Dhaka, Bangladesh. Only short-listed candidates will be notified.

WorldFish is committed to a policy of Equal Employment Opportunity. Applications from qualified female candidates are particularly encouraged.