



Child Development Fund (Gte) Ltd
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Child Development Fund (CDF) was established in 2009 under the company act. No – 7 of 2007 with the mission “ to promote the total well-being of Deprived, Excluded and Vulnerable (DEV) children and youth through life cycle approach supported by Theory of change by high quality programs with accountability and transparency in the selected DS divisions in Trincomalee that empowers children, parents and communities and create positive changes in the lives of children. CDF believes that creating changes in the lives of children will empower societies to a better level.

CDF is currently looking for an Accountant, Programme Manager and Programme Officer, on a fixed term of 6 months, with a possibility of extension based on the availability of fund.

1. Accountant – Trincomalee

The major role of Accountant involves preparing bills for donor organizations in compliance with donor agreement. He / She should also maintain good relationship with donors, preparing and analyzing project reports as per the budget, competence in handling the finalization of accounts for their clients, preparing an effective accounting system to deal with the nuances of non-profit bookkeeping and reporting. Should prepare budget according to the program and staff numbers, taking care of funds to pay bills and salaries of employees, vendors, solutions to business and financial problems.

- Maintaining records of accounts as archives, good skills of computer software and manual filing systems.
- Monitoring reports with accuracy and detail and submitting the timely monthly, quarterly and year end close reports in duly manner as per the deadlines and rules of the Donor, Government and District bodies.
- Coordinate with the internal and external auditors during audits and prepare financial audit preparation.
- Coaching and developing the capacity of local staff regarding financial management, reviewing expenses and demonstrating the benefits of transparent reports.
- Sourcing new NGO with like-minded interests and new companies for fund-raising, reporting to stakeholders, assisting partners and donors with assessment of funds.
- Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the financial year.
- Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration.

Skills Required:

- Recognized Degree in Accounts, Finance or the relevant area.
- Must be familiar with accounting packages.
- Minimum part qualification in one of the bodies AAT/ICASL/ACCA/CIMA/CMA etc.
- Reporting Skills, Attention to Detail and Reporting Research Results while ensuring Confidentiality.
- Time Management and Deadline-Oriented
- Minimum 02 years financial experience in NGO sector
- If you have Knowledge in Taxation VAT, NBT, Income Tax, would be an advantage.
- Good knowledge in MS-Excel
- Good Knowledge in Internet and E-mails
- Familiar in English and other local languages
- Must be a well-organized team player with good negotiable skills

2. Programme Manager – Trincomalee

Job Summary – Programme Manager is responsible for defining programme strategy as well as overall planning, managing , implementing and monitoring of the programme activities and accountable for the programme impact as laid out the programme strategy. The PM is responsible for the timely completion of activity plans, Documenting and communicating lessons learnt, meeting mandatory reporting requirements and developing future proposals in collaboration with Federation Manager of the Child Development Fund. PM will also ensure that the financial management, Staff supervision and development & effectively use resource allocated to programmes. PM will report to Federation Manager. Programme Manager will be based in Trincomalee and require to spend his official time between 25% - 40% in the Field to observe interventions and guide the Programme Staff.

3. Programme Officer – Trincomalee

Job Summary – Programme design, planning, budgeting, conduct surveys and provide training and knowledge building sessions to the entire Life Stage 1 (Infant and young Children) team and community members including lead mothers on high quality health care and nutrition, high quality stimulation, empowered and response caregivers and safe and caring environment on deliver the programme to reach the core outcome of the programme for generating “Healthy and Secure Infants.”

Skills Require:

- Bachelor’s degree, preferably in Health Promotion, Nutrition, Sociology, or any other development field.
- Demonstrated technical specialization in Nutrition, Early Childhood Development and Child Protection. Minimum 3 years’ experience of working in NGO.
- Computer proficiency in general office software applications (i.e. Word, Excel, power point).
- Good oral/written communication skills in English; fluency in Tamil, Sinhala and report writing skills

Remuneration and benefits: Salary and the other benefits will depend on the qualification and experience. Application should be sent with the contact details of two non-related referees by e-mail (info@cdfsrilanka.org) on or before 31st May 2020 to reach Federation Manager. Please note that only shortlisted Candidates will be called for interviews.

Federation Manager,
Child Development Fund
474/1, Power House Road,
Trincomalee