

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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ActionAid Bangladesh is looking for suitable candidate for the following position:

Officer - Finance

Project	:	Homestead Gardening, Funded by WFP
Location of posting	:	Cox's bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	Up to 31 December 2023 (if not extended)
Number of Position	:	1
Salary and benefits	:	Monthly Gross Salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

Job Summary

The position is to support the management of the finances for the WFP Funded Project, this involves collecting funding from multiple sources, internal to ActionAid and external to ActionAid. It will involve drawing up budgets and reporting to the donor against different perspective assignments. The position will include, but is not limited to:

- Prepare documents to process payment in compliance with AAB Policies, contractual obligation, Country Law etc. and by ensuring Account Code and Analysis Code.
- Record all incomes and expenditures in the System.
- Comply with country law about Tax, VAT deduction and work with AAB Finance Unit to deposit the same.
- Prepare and submit the relevant invoices for bills from externals and pay all bills in a timely manner.
- Financial Report preparation for manager/lead of the project, management of AAB, Donor and other stakeholders.
- Maintain 'Petty Cash' (if any), process payments and prepare vouchers.
- Create and maintain budgets with the manager/lead of the project
- Process income and out goings in an effective and efficient manner
- Process Travel Authorization documents, Float/Advance against approved travel, arrange transportation by working with AAB Administration Unit
- Prepare Financial statements of the Project and facilitate statutory and Donors' Audit in coordination with AAB Finance Team.
- Prepare the Fund Request Form, FACE, Financial Reports for donor to get project approval, fund clearance, budget revision etc.
- Maintain Liaison with the donor for obtaining approvals and meet the queries.

The person will report to Manager- Finance, Rohingya Response on all finance related issues. S/he will provide technical support on financial processes, Audit, AAB and Government compliance etc. S/he will be also reported to the Project Management where necessary.

Key responsibilities include (not limited to)

Process Payment by ensuring ensure compliance with AAB Policy, Statutory compliance and record in the system

- Check all payment requests of Vendor, Third Party and Staff in line with AAB, Donor policy, and GOB policies and procedure of county law.
- Provide entry in the SUN System through ERP/Excel System by ensuring appropriate analysis code, ensure availability of all supporting documents, prepare vouchers (Payment Voucher & Journal Voucher) and handover payment request to the AAB Finance Unit to prepare cheque/Account Transfer-as applicable.
- Process Staff Float/Advance request and arrange disbursement of the same.
- Process income from external and internal parties through checking all relevant authorities; process expenditure in a timely manner and ensure payments are made efficiently.

Data Entry and Financial Report

- Develop Budget as per guidance of Program Unit and amend when needed.
- Work with the manager to prepare budgets for donors and financial applications.
- Prepare Burn Rate and Budget Variance Report for the project management.
- Generate financial reports from the system and analyze for the Project Management, Donor, AAB Management- as needed.
- Analyze overhead budget and cost recovery, update management monthly of spending and income achieved.

TAX & VAT deduction, Payments, Audit and Donor facilitation

- Ensure statutory compliance regarding TDS and VDS from various bill as applicable rate and record it in the SUN System.
- Work with AAB Finance Unit on preparation of Vendor wise VAT/ TDS calculation sheet.
- Maintain petty cash by following Imprest System (if any).
- Maintain all payment documents.
- Prepare financial statements for Audit and facilitate statutory and Donor's Audit coordination with AAB Finance Unit.

Support to the Camps

- Act as a check and balance system to the Camps support
- Manage finance/programme staff and will arrange all financial support for Training/Workshop/Seminar.
- Manage contracts with externals regarding the administrative support of the project. This includes management of Cleaners, Security Guards, Cook and other support staffs etc.
- Monitor routine/regular operation and maintenance of the project assets by physical verification with help of admin staff.
- Monitor Camps management related to the financial transaction and coordinate to the Camps staff regarding bill/voucher adjustment.
- Regularly visit to the Camp(s).

Relationships

The Officer - Finance will report to the Manager - Finance.

Required Educational Qualification and Experience

- Bachelors in finance or Accounting. Professional qualifications or engagement towards qualifications in Chartered Accountancy is desirable.
- At least 3 years or more of sound experience in project's financial management with national and/or international development organization.
- Experience and knowledge of UN Rules/Framework/Guideline, Tax and VAT rules and procedures are essential.

Technical Skills

- Skill in financial report development and other reports writing in English and Bangla.
- Sound knowledge on IFRS/IAS and capable in preparation and analysing financial reports as per guidelines of BAS/IAS standards.
- Training on financial management will be treated be an added advantage.
- Demonstrable experience with donor funded projects management is desirables.
- Excellent knowledge and use of internet and software packages (i.e. MS Office, etc.).
- Excellent knowledge and use of internet, social media and software packages (i.e. MS Office, etc.);
- Result driven, ability to work under pressure and meeting deadlines.
- Experience of using ERP, SUN/Accounting System and Vision etc. will get preference.
- Capable of Budget development, planning, coordination, monitoring results as well as financial management and accounting systems.
- Interpersonal communication skills and negotiation skills.
- High level of integrity and sense of maintaining confidentiality.
- Strategic decision-making ability

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Friday, 27 January 2023.** *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline*
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent

