

**JOB DESCRIPTION**

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| Job Title | **Head of Finance and Operations - Bangladesh** |
| Reports To | Country Director - Bangladesh |
| Job Location | Dhaka with frequent travel to project locations within Bangladesh |
| Key Relationships | **Internal:** Country Director, Country Management team, Director of Finance and Operations**External:** Audit & Tax advisors, Legal advisors, Bankers, IT support providers and other consultants |
| Management responsibilities | Finance and Operations team |

**Job purpose:**

The Head of Finance and Operations will provide day to day support to ADD International Bangladesh in respect of Finance, Human Resources Administration, IT, Legal and Office Administration. The Head of Finance and Operations is a member of the Country Management Team and will provide strategic oversight for all aspects of finance and operations.

**Key Responsibilities:**

**Management and Compliance (20%)**

* As a Country Management Team Member, provide clear inspiring leadership that embodies ADD International’s core values
* Under the supervision of the Country Director, ensure that individuals and teams are aligned to effectively deliver the ADD International - Bangladesh strategy
* Develop systems to ensure the development of high performing teams through effective performance management and continuous development of individuals and teams throughout ADD International - Bangladesh
* Ensure financial, HR and administrative policies and procedures are rigorously applied and reviewed as necessary

**Finance and Grant Management (45%)**

* Lead ADD International – Bangladesh budgeting and forecasting processes and ensure implementation of full cost recovery for all grants and contracts
* Responsible for monitoring the cash flow into and out of the ADD International – Bangladesh bank accounts and submit cash requests to the UK office as needed in order to maintain liquidity requirements
* Produce regular financial and management information to meet the needs of budget holders, the country management team and other stakeholders
* Work closely with colleagues in country and outside to develop funding proposals and budgets
* Lead on financial reporting to donors and donors’ compliance
* Work closely with colleagues to assess the financial capacity of partners, develop appropriate sub granting agreements and review subsequent financial reports
* Responsible for ensuring that ADD International - Bangladesh is compliant with all in country statutory requirements and meets all its obligations to the local authorities
* Responsible for devising and adopting an effective and proportionate financial control framework to manage financial and operational risk
* Actively promote and implement Value for Money strategies across ADD International – Bangladesh and participate in ADD’s VFM working group
* Maintain appropriate accounting records and processes to meet all statutory and funder requirements and ensure that financial information is timely, accurate and complete
* Responsible for keeping the data up to date in a timely manner in the organisation’s financial accounting software (PSF)
* Provide support to those with budget management responsibilities to help them discharge their responsibilities effectively
* Conduct internal audit visits to other ADD International country programmes as required
* Any other duties which contribute to the smooth running of the ADD International - Bangladesh office which are delegated by a senior authority

**Human Resources Administration (15%)**

* Responsible for providing oversight of ADD International - Bangladesh Human Resource policies and procedures to ensure that ADD’s staff are effectively managed and developed.
* Ensure that adequate HR records are maintained and document all key decisions in line with best practice and statutory requirements.
* Responsible for devising and implementing an appropriate performance review system for ADD International – Bangladesh in conjunction with the Country Director
* Provide support to those with line management responsibilities on HR issues

**Administration (15%)**

* Responsible for ensuring a safe working environment for all those working for and with ADD International
* Oversee the operation of the IT infrastructure and ensure that there is an effective IT and telecommunications system in place
* Conduct a risk review of key funding contracts and present the results to the country management team and the Director of Finance and Operations
* Ensure that ADD International - Bangladesh seeks appropriate, timely professional and legal advice whenever required
* Ensures that there is an effective insurance programme in place to manage agreed risks.

**Governance (5%)**

* Ensure all ADD International – Bangladesh registrations are up to date with the relevant authorities
* Responsible for creating an effective framework of internal policies and processes that support effective delivery of ADD’s mission, consistent with the organisation’s values
* Support the ADD International Company Secretary/Director of Finance and Operations in performing the relevant governance duties
* Prepare and submit all statutory reports for ADD International - Bangladesh in a timely manner in line with relevant accounting frameworks and protocols.
* Responsible for ensuring efficient audits of ADD International - Bangladesh.

**PERSON SPECIFICATION**

**Education:**

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| **Essential** | **Desirable** |
| University Degree in Accountancy or financial management, or equivalent level of experience | Membership of a reputable accountancy body i.e. ICAB, ACCA, ICAEW, CIPFA, CPA, CPE or equivalent |
|  | Master’s Degree in Accounting and Finance |

**Experience:**

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| **Essential** | **Desirable** |
| Significant experience of working within Senior Management teams | Knowledge and working experience with EU, DfID, USAID and other donors |
| At least five years’ experience in finance, HR and admin management for an I/NGO | Experience in effectively managing and implementing change |
| Extensive experience in preparing and managing significant budgets with diverse streams of income and expenditure | Experience of working with consultants and professional advisors |
| Extensive experience in working with computerised accounting systems, preferably PS Financials | Experience of working in an international or multi locational environment |
| Experience in designing and delivering Finance, HR and Administration policies and systems | Experience in IT networking and maintenance |
| Experience in supporting and training staff |  |
| Experience in analysing financial data and communicating to non-finance staff |  |

**Skills and Ability:**

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| **Essential** | **Desirable** |
| Excellent verbal and writtenCommunication in English and Bengali  | Strong negotiating skills |
| Ability to quickly develop and foster relationships with positive outcomes | Ability to work evening and weekend hourswhen necessary |
| A team player with a confident manner and a professional, flexible, positive, calm and resilient approach |  |
| Competent with MS Office - Word, Excel, PowerPoint and Outlook |  |