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## Job description

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**Job title: Admin, Finance & HR Officer**

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### 1. Project integration

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Name of employee	
Project Unit	Project Coordination Unit (PCU)
Wage scale	
Location	Dhaka, Bangladesh

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### 2. Line of Reporting

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Reporting to	Manager Finance and Administration
Direct reports	Driver, Support staff
Act as deputy for	N/A
Will be deputized by	N/A

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### 3. General description of job

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The position holder's responsibilities therefore will be as follows: The position holder will be responsible for supporting Finance & Administrative work along with the shared responsibilities for HR and Contract related task as well, for Sharique Phase IV

Reporting to Manager Finance and Administration, the position holder's main responsibility will be to support all staff with finance, administrative and logistic. In this position the incumbent will work closely with the Finance Officer.

#### I. JOB SUMMARY

The Admin, Finance & HR Officer is responsible for smooth operation of Sharique administration, maintaining personal file, preparation of contract for different stake holder, maintaining books of accounts as well as preparation of different from related to NGOAB, monthly Bank reconciliation, reimburse regional office expenditure on time in line with HELNETAS Swiss Intercooperation policy and practice. S/he has to support Manager Finance and Admin to ensure accurate and effective reporting of the financial matters in compliance with generally accepted Accounting practices and HSI Financial, Administrative, contractual and Human Resources policies and procedures.

## II. RESPONSIBILITIES and TASKS:

RESPONSIBILITIES	TASKS
<b>Procurement</b>	<ul style="list-style-type: none"> <li>➤ Assists the Finance Manager and the Procurement specialist with:</li> <li>➤ Collecting quotations of prices for purchase of any items needed for Project</li> <li>➤ Preparation of comparative statements on quotations</li> <li>➤ Tender documentation</li> </ul>
<b>Human resources</b>	<ul style="list-style-type: none"> <li>➤ Maintains personnel files for each employee</li> <li>➤ Maintains leave information of staff</li> <li>➤ Assist with the logistics of the recruitment</li> <li>➤ Checks and alerts staffers about proper time sheet keeping</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>➤ Preparation of contract for different stake holder</li> <li>➤ Documentation of contract along with all process documents including ToR</li> <li>➤ Maintain archiving on contract and contractual deliverable</li> </ul>
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>➤ Visit UP/UZP in connection with field monitoring and give them feedback.</li> <li>➤ Assist Help Manager Finance and Admin in connection with PNGO fund disbursement, monitoring and others</li> <li>➤ Visit different regional office and PNGO in Quarterly basis for transparency review and strengthen internal control system.</li> <li>➤ Timely disburse the fund to PNGO and adjust it according to report provided by PNGO.</li> <li>➤ Review reimbursement supporting documents (provided by regional office) in timely manners.</li> </ul>
<b>Finance</b>	<p>Assist Finance Manager in</p> <ul style="list-style-type: none"> <li>➤ Preparation of vouchers</li> <li>➤ Preparation of invoices for projects</li> <li>➤ Ensure orderly safe keeping of books and accounts, cheques and related documents</li> <li>➤ Responsible for petty cash</li> <li>➤ Any other additional tasks as requested by the Finance and Admin Manager</li> </ul>
<b>Documentation, Banking &amp; Petty cash maintenance</b>	<ul style="list-style-type: none"> <li>➤ Maintain books of accounts, like voucher preparation, voucher record under accounting software in order to maintain and appropriate cash position, monitor the Bank accounts and petty cash fund and take necessary action.</li> <li>➤ Ensure the preparation/process of daily/monthly payments to the staff/members/ vendors such as Advance, Travel Expenses, Overtime and bills accurately and on time. Review/approve bills/vouchers in accordance with Cash disbursement Voucher, Cash Receipt Voucher, Adjustment Voucher and other relevant documentation.</li> <li>➤ Follow up the status of balance item status like advance, receivable etc.</li> <li>➤ Responsible for petty cash and maintaining appropriate cash balance</li> </ul>
<b>Administrative office work</b>	<ul style="list-style-type: none"> <li>➤ Keeps records of the letters, faxes and other messages</li> <li>➤ Keeps updated addresses and phone numbers of relevant agencies (including government and non-governmental organizations)</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Performs routine secretarial job such a typing, receiving phone calls, keep messages and passing on to the respective staff.</li> <li>➤ Manage the repair and maintenance of computer and office equipment.</li> <li>➤ Maintain the assets inventory register properly.</li> </ul>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>➤ Ensures project is equipped with necessary materials and stationeries to operate</li> <li>➤ Takes once a month requests for stationeries from staff and ensures purchase is executed</li> <li>➤ Maintains stock of stationeries and informs about the requirement before stock is exhausted</li> <li>➤ Review and monitor Driver and support staffs timesheets, miles, overtime.</li> <li>➤ Maintains a file for each vehicle and updates all vehicle documents including registration, insurance, fitness, route permit, etc. and arrange for renewal, as and when required (collaborates with the drivers on this matter)</li> <li>➤ Arranges transport support for staffers and ensures a fair distribution of work load between the two drivers of the PIU</li> <li>➤ Manages the 'movement board' in the office</li> <li>➤ Serves as liaison for the Country Office on logistics matters</li> <li>➤ Organizes flights tickets, car trips inside for internal and external (abroad) trips of staffers</li> <li>➤ Assist in logistic support in organizing meeting, training, seminar and workshop</li> <li>➤ Arrange hotel booking for staff, visitors, etc.</li> </ul>
<b>NGOAB reporting</b>	<ul style="list-style-type: none"> <li>➤ Assist to MFA for preparing various document/ form/ report for NGOAB</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>➤ Any other task for assisting MFA, if/when required</li> </ul>

### III. AUTHORITY:

Reportable to the Manager Finance and Administration of SHARIQUE project.

### IV. CONTACTS AND KEY RELATIONSHIPS

- Communicates with Sharique staff and collaborates on various issues.
- Other project staff in consultation with MFA.

### V. WORKING CONDITIONS

Based on the requirement of the Sharique PCU offices with frequent travel to the field (Regional Office, PNGO, UP and communities) with approximately 20% to 30% of his/her time spent in the field.

### VI. QUALIFICATIONS AND COMPETENCIES:

Admin, Finance & HR Officer is a technical position to be based in the Dhaka Project Coordination Unit office. Specific qualifications and competencies required include the following:

- Masters in commerce from a recognized university (proved by valid certificates)
- At least 4 years work experience in development field (proved by updated CV)
- Ability to work in a team
- Admin, Finance & HR skills and experience

- Good command of English and Bangla and reporting skills
- Good computer literacy (MS Word, excel)