

Terms of Reference

Title: Contract, Compliance and Finance Manager

Grade-6

Overall function: The Compliance and Contract Manager is part of the Programme Directorate of HELNETAS Swiss Intercooperation Bangladesh (Country Office). The Compliance and Contract Manager will work under the guidance and supervision of Head of Finance and Services. The role of the Compliance, Contract and Finance Manager is to ensure compliance with all internal financial policy, external laws, rules, regulations, Tax & VAT, NGOAB, contractual obligations to third parties, grant agreements with donors, sub-grant agreements with partners, monitoring/auditing of partner organizations, and financial management and reporting to donor & NGOAB. The main responsibilities of this position are:

- To ensure all type of compliance and thus the reputation of HELNETAS Swiss Intercooperation as an organisation with high performance and standards in financial management and in delivering quality services to development partners and donors;
- To ensure the quality of financial management & standards, extending support in execution of finance and contract management tasks to the Head of Finance and Services, and developing competences of the programme and project finance staff;
- To ensure the organisational conditions and capabilities required to maintain the internal control systems, minimizing the risk of fraud and mis-appropriation, and ensuring that fiduciary funds are utilized for the intended purpose;
- To advise and audit programme/projects, partners to ensure the implementation of grant contracts and donor agreements according to established agreements and required standards.

Reporting to: Head of Finance and Services, HELNETAS Swiss Intercooperation Bangladesh

Duty station: Country Office of HELNETAS Swiss Intercooperation Bangladesh, Dhaka

Key Responsibilities:

A) Contract Development & Management

A 1) Contract Management & Administration

- Oversee the programme and project contract development and management activities, and ensure organizational principles of integrity and compliance in their execution.
- Monitor systematically the implementation of and compliance with project grant agreements, MOU, service contracts and specific donor requirements and obligations.
- Follow-up on the clauses and conditions of grant agreements, MOU, service contracts and inform and advise programme and project staff on actions to be taken.

- Ensure that contractual deadlines are maintained and communicate on an ongoing basis with the responsible programme and project staff as well as with clients to ensure timely provision of deliverables and reporting.
- Bring to the notice of the Head of Finance & Services the Project Managers and the Country Director clauses of contracts/agreements which may be in contradiction with HELVETAS policy, procedures and practices.
- Prepare and update project financial plans, budgets and reports in accordance to donor requirements and obligations.
- Prepare, review and update sub-contracts and partnership agreements with partners, private sector service providers, and government institutions.

A2) Contract Development

- Contribute to the preparation and of budgets and financial plans, as well as the margin analysis during the elaboration of bids.
- Ensure a consistent checking of draft project proposals and budgets for submission and contract negotiations.
- Scrutinize draft grant agreements, MOU, service contracts in regard to their compatibility with HELVETAS policies, legal requirements, and programmatic interests.
- Draft contractual provisions based on inputs by programme and project management inputs, and based on organizational requirements.
- Contribute to the negotiation with clients and donors to establish cost targets and contract conditions.
- Develop standards for contracts, including presentation of budgets, financial plans, payment terms, and general provisions.
- Ensure that contracts and proposals are properly entered into organizational records/databases and securely maintained.

B. Compliance Management

B 1) Internal Compliance – HELVETAS Policies, Guidelines, Practices

- Ensure compliance of contract implementation with HELVETAS-BGD policies, Head Office policies, guidelines, procedures.
- Ensure that financial policies and procedures, internal control systems, and monitoring and reporting tools are in place, understood and applied by the employees.
- Extend support for the procurement of services and goods to the Project Head / Managers. Contribute to the development / updating of procurement policies and procedures and ensure strict compliance.
- Contribute to the development and updating of personnel policies and regulations, including staff salary structures, and ensure that personnel policies and regulations including staff salary structures are properly follow and maintained consistently.
- Support the Head of Finance and Services and advise Project Heads / Managers in personnel recruitment, staff contract management, extensions and terminations.
- Ensure that recruitment procedures are followed, and recruitment processes are consistent and streamlined.

B 2) External Compliance – National Laws, Rules, Regulations, Tax, VAT, NGOAB, Rules for Foreign Expat-Security Clearance, Work Permits, Immigration Procedures and International Conventions & Guidelines for International Organizations

- Ensure statutory compliances and regular update of project finance and admiration staff on all matters related to Income Tax, VAT/Service tax and other applicable laws, and timely reporting to relevant authorities
- Provide support to Head of Finance & Services in obtaining NGO Bureau projects approval, fund release approvals, FD4 audit clearances and ensure timely compliance with other NGO Bureau requirements
- Provide support to Head of Finance & Services in obtaining N-Visa from Immigration Department, Security Clearance and Work Permit. Produce and Submit Tax Return for international personnel.
- Coordinate and liaise with local administrations, RRRC, DC, UNO, Camp In-charge, etc. for approval/endorsement of projects and access permission for the expat/foreign nationals working to project sites.
- Ensure timely auditing, participate in audit debriefings, inform Head of Finance & Services and provide support for follow-up actions.
- Coordinate and lead regular internal and external auditing of the Programme Directorate, projects and partners
- Assist projects and partners in addressing audit observations and recommendations, and monitor progress on implementation of audit recommendations.
- Assess any necessary changes based on the audit report and provide recommendation to Head of Finance and Project Heads.

C. Financial Management

- Support the projects finance teams, including finance staff of emergency/humanitarian projects in the financial operations.
- Advise and support project managers and partner organisations in preparing budgets and financial reports; in reviewing expenditures; in analysing variance reports; and in deciding on follow up measures.
- Effectively communicate and present the critical financial matters to the Head of Finance and Services, Project Head/Managers and key staff members; contribute to strategic decisions on financial matters in discussion with Head of F&S.
- Support the introduction and installation of accounting software and provide training and technical back-up support to finance staff members.
- Coordinate/provide formal and on-the job training for programme and project staff dealing with finance & personnel matters.

Competence Profile

- Higher education in accounting, such as Degree in Commerce, Business Administration or Accounting and Finances, Chartered Accountancy, Cost Management Accountancy
- Further training and skills in financial controlling and auditing, personnel administration and development
- Minimum 10 years of professional experience in finance and personnel management, of which at least 3 years in similar positions, and proven administrative skills
- Strong background in financial management of donor funded programs and knowledge of international accounting standards
- Experience of working with inter/multi-national agencies, and in-depth knowledge of NGO accounting, donor requirements and tendering process

- Thorough knowledge of provisions under national applicable laws
- Familiarity with various institutional requirements for possible statutory compliances
- Good organizational and team management skills, ability to motivate and train staff members, and to delegate tasks
- Good and active team member, with independence and well-structured mode of operation showing good judgement in recognising and setting priorities
- Ability to improve, innovate and solve problems
- Engaging personality with good communication skills, who also acts as coach and knowledge facilitator
- Proficiency in Microsoft Office Products (Word, Excel, Powerpoint; Outlook)
- Experience with new media (social networking/reporting tools, online collaboration tools)
- Willing to undertake duty travels, both domestic and international

Dhaka, 06.10.2018