

HELVETAS Swiss Intercooperation Bangladesh
Terms of Reference

Employee Name : -----
Job Title : Finance Officer
Supervisor Title : Head of Finance and Services
Date of joining : -----
Salary Grade : 4

1. Job Summary

The Finance Officer will be responsible for financial management of a project in collaboration to the project team members along with a technical, policy & compliance guidance by Head of Finance and Services. S/he will maintain day to day operational payment, to do daily basis accounting, recording and bank reconciliation at month end. S/he will assist to Head of Finance and Services in the preparation of financial report for donor, NGO Affairs Bureau, Head Office and external audit.

2. Responsibilities

Responsibilities:	Tasks
1. Finance	<ul style="list-style-type: none">• Carry out daily financial transactions and ensure that the transactions are properly recorded in the Banana Accounting Software.• Prepare payments of staff salary, allowances, etc. to project staff on a timely basis.• Ensure compliance of HELVETAS-Financial Procedures in the operation and financial management.• Prepare budgets for project and for partner organizations.• Prepare and submit monthly financial reports to for projects.• Review monthly financial reports submitted by partners.• Prepare call forward for projects and disburse funds to field offices and partners.• Carry out regular field visits to partner organizations to review compliance of financial management and provide technical support.• Support the coordination of internal and external audits for projects and partners.• Ensure GoB VAT and Tax compliance for staff benefits, for procurement of goods and services and in other areas as applicable.• Maintain liaison and regular contact with donors and partners regarding financial management related matters.
2. Administration	<ul style="list-style-type: none">• Responsible for procurements for projects in line with the HELVETAS-Administrative Procedure.• Ensure logistics support to meetings, training and workshops.• Ensure office supplies/stationery to meet up the requirements of project staff.• Maintain the stock register, inventory & assets register for projects.• Ensure compliance of HELVETAS-Administrative Procedures in the operation and management.• Ensure the safe, reliable and efficient vehicle management for project staff.

	<ul style="list-style-type: none"> • Establish asset and store management system at the project and at partner organizations level. • Prepare NGOAB documents such as FD6, FD4 audit report, approval of visits abroad • Regular follow up & visit to NGO AB to oversee the progress and coordinate with different projects to meet the NGO AB requirements
3. Human Resources	<ul style="list-style-type: none"> • Ensure compliance of HELVETAS-Personnel regulations in the project staff management. • Maintain staff personnel files as per the requirement of the projects. • Provide support in the staff recruitment and appointment for the project. • Maintain proper documentation for staff leave records. • Manage staff benefits as per employment contract.

3. Reporting

The Finance Officer will report to the Head of Finance and Services of HELVETAS Country Office. S/he will create and maintain a congenial atmosphere among the colleagues.

4. Working condition

This is a field based position, duty station is anywhere in Bangladesh. Possibility to base at Bandarban, Rangamati and Cox's Bazar. Only the interested candidate are requested to apply and short listed candidate will be contacted for interview. The Finance Officer will ensure the efficient and effective use of resources entrusted by the organization.

Dhaka, 09.07.2018