

JOB PROFILE



JOB TITLE: Finance Officer (Funding)	
LOCATION: Dhaka, Bangladesh	JOB FAMILY: Finance
SALARY: National salary scale	LEVEL: National D1
<p>OXFAM PURPOSE: Oxfam works with others to overcome poverty and suffering.</p> <p>TEAM PURPOSE: To provide a proactive, efficient and effective financial management services to Oxfam's Programme in Bangladesh and ensure financial systems and procedures are working efficiently and effectively and that they are being adhered to.</p> <p>JOB PURPOSE: The Finance Officer (Funding) will:</p> <ul style="list-style-type: none">• Prepare donor financial reports,• Support Programme/Funding team in budget preparation,• Provide financial management training and coaching,• Ensure legal and compliance issues and facilitate audit.	
<p>REPORTING LINES:</p> <ul style="list-style-type: none">• Post holder reports to: Finance & Systems Manager	
<p>Staff Reporting to this post:</p> <ul style="list-style-type: none">• None	
BUDGET RESPONSIBILITY: N/A	
<p>DIMENSIONS:</p> <ul style="list-style-type: none">• Prepare donor financial reports,• Handling wide ranges of queries from internal and external sources including providing detailed information,• Contribute to procedures, guidelines and strategy in the light of local context,• Support the Programme and Funding team to develop project budgets,• Visit partner organisations and facilitate the training session and coaching towards the partners' finance personnel as part of building their capacity,• Conduct Financial Monitoring visit to partners• Facilitate project audit in line with donor and NGOAB requirements,• Anticipating problems and taking appropriate action,• Manage own time to deliver specific objectives.	
<p>KEY RESPONSIBILITIES:</p> <p>Donor related financial work:</p> <ul style="list-style-type: none">• Collect information and prepare all donor financial reports and review actual spending against approved budgets in the light of the contractual guidelines and submit in a timely manner,• Support the Programme & Funding team to prepare funding proposal specially budget,• Monitor restricted fund utilisation and guide programme team for proper and optimum utilization,• Support Funding team on checking consistency between narrative and financial reports,• Prepare Restricted Contract Information Summary Sheets,• Support PFC to ensure all donor financial reporting are submitted in a timely manner,	

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Compliance issues:

- Prepare FD3, FD6 & FD7 for NGOAB (budgetary portion),
- Maintain auditor's database and coordinate audit of all Partner Organizations and donor contracts,
- Provide management information relating to donor contract to FSM,
- Study and support teams on donor compliance issues.

PS related tasks:

- Monitor restricted income and expenditure and provide information to Programme teams,
- Support Programme to OPAL budget preparation,
- Upload partners spending in to general ledger and support partners for proper expenditure coding,
- Generate report from Crimson and produce PS reconciliation for financial reports to donors, pass necessary correction journals (if required).

Partners Capacity building:

- Identify training requirements for Partner finance staff and provide required training,
- Visit Partner Organizations as part of monitoring and provide coaching,
- Maintain database of Oxfam GB-Bangladesh Programme Partners.

Other:

- Other tasks as agreed with the FSM within skill, competence and capability.

SKILLS AND COMPETENCE:

- Sound accounting (M. Com/MBA) qualification (E)
- A minimum of 5 years experience in providing a whole range of financial services to an organisation, ideally with at least 3 years in the International NGO (E)
- Experience of working with major institutional donor i.e. ECHO, EU, DFID etc. funded projects (E)
- Proven ability to interpret financial procedures and standards and put them into practice and influence others in their implementation (E)
- Analytical, planning and time management skills (E)
- Proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets (E)
- Self-management including: ability to prioritise own workload and work independently and commitment to meet deadlines (E)
- Excellent oral and written communication skill (E)
- Excellent interpersonal skills, able to work as part of a multi-disciplined, multi-cultural team (D)
- Maintain confidentiality in all area of work (D)

OTHER:

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post-holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities in accordance with performance review process.