



Job Description

Position	Accounts Officer-BCO	Grade	B
Department & Location	Finance, BCO Dhaka	Date	05November 2012
Reports to (position):	Assistant Finance Manager-BCO		
Purpose:	<p>Working in 50 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalised with high quality programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively</p> <p>Provide support to program & operation unit and PNGO's, in relation with efficiency processes of payment, thus way contribute to efficient implementation of Plan and donor's policies and procedures that support to achieve the related objectives/indicators of the Country Strategic Plan.</p> <p>To this regard Accounts officer BCO processes all the payment of suppliers, PNGO's, consultants, travel bill of Plan staff, process salary payment of Plan staff, disburse cash fund and advance to BCO and PU for smooth implementation of program. Other than this She/he maintains close coordination with PU and BCO.</p>		

Dimensions of Role:

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports

- ⇒ The position holder will process all the payment of suppliers, PNGO's payment, process staff salary timely, disburse cash fund and advance to PU, project office and BCO timely in support of program team for delivering high quality program to the field as well as smooth implementation of country annual budget.
- ⇒ Maintains a cross functional relationship with the PU, project office and different department of BCO to make contribution to the achievement of high quality country program objectives.
- ⇒ Ensure compliance with Plan Operation manual, P&C policy, Travel policy, operational process flow etc.
- ⇒ Ensures compliance of various donors requirement.

Key End Results and typical Responsibilities:

"What" is done and "why", but not "actions" or "how"; include indicators for success

1. Key result area (KRA) 1: Payments and accounting

Indicator for success:

- ⇒ Bill payments/fund disbursement is made according to Plan policies and the weekly forecast
- ⇒ Voucher package is properly assembled ensuring paid seal and filed properly
- ⇒ VAT and tax are deposited as per govt. rules.

Key result area (KRA) 2: Payroll processing

Indicator for success:

- ⇒ Staff salary advice is prepared and sent to bank within 27th of each month with accuracy.

- ⇒ Ensure preparation of salary voucher, deposition/transfer of deducted salary tax and provident fund amount.

Key result area (KRA) 3: Update GL and advance resister.

Indicator for success:

- ⇒ Ensure transaction entry into GL properly and accurately
- ⇒ Cash book balances is confirmed immediately, correctly & recorded in logbook on daily basis
- ⇒ Advance record is updated and reconciled with GL monthly.

Key result area (KRA) 4: Maintenance of Files and documents

Indicator for success:

- ⇒ Document files are maintained and made available as and when required
- ⇒ Money receipts are inserted properly.

Key result area (KRA) 5: Reports and Budgets

Indicator for success:

- ⇒ Monthly financial report is prepared by the 5th working day of the following month and sent to next level
- ⇒ Budget and Audit requirements are fulfilled as per requirement
- ⇒ Prepare fortnightly fund request in time.

Key result area (KRA) 6: CP policy awareness, compliance and practices

Indicator for success:

- ⇒ Demonstrated behaviors at work and outside are in line with CP policies (*i.e. no shouting, no hitting, no pushing, or assisting adults with disciplining their children*) in the program area, during work hour, or at Plan organized events).
- ⇒ Potential CP concerns are communicated to supervisor/ CP point person immediately.
- ⇒ CP compliance issue is included in the monitoring agenda for PNGO/ Plan Associates; reflected in the monitoring /visit reports.
- ⇒ CP issues are discussed and documented in the performance management system (self and direct report)

Dealing with Problems:

- ⇒ The job holder needs to solve all the short comings related to payments.
- ⇒ The job holder needs to solve problems of preparing monthly financial reports.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

Internal contact:

Position	Purpose for contact	Level (high, medium, low)
Admin Personal of PU/Project office & BCO.	Need to communicate for smooth and timely processing of all payment with necessary supporting documents.	Low
Assistant Finance Manager	Sharing the findings of all bills and taking suggestion and decision for processing the payment and reporting.	High
OSU-Finance team	For collecting different financial information i.e. Fund request, charging information of northern PU's expenditure etc.	Low

External Contact:

Position	Purpose for contact	Level (high, medium, low)
Bank	Need to collect information from bank on account balance, deposit, suppliers payment etc.	Low

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Gained through education, training, & experience

Education:

- Commerce Graduate.

Knowledge, skills and demonstrated behaviour: core and functional competencies required for this job with level (i.e. proficient, knowledgeable or aware)

Core competencies:

(Set of knowledge, skills and attitudes necessary for all Plan-Bangladesh staff)

- *Understanding Plan: Understands the role of Plan and context in which Plan works*
- *Leadership: Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working*
- *Communicates effectively: Adopts an appropriate communication style when communicating with the whole range of colleagues, partners, Children and communities; exhibits active listening and effective feedback; ability to clearly and convincingly express thoughts and ideas in written and verbal form*
- *Facilitating CCCD: Adopts appropriate tools and methodologies to facilitate disadvantaged children, families*
- *Management: Manage resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills*
- *Positive team style: Adopts a team style which adds value to work and reinforces good working practices*
- *Child protection awareness: Demonstrates an understanding about the Child Protection Policy and compliance, applies the possible protection measures within the scope of job, and provides inputs for strengthening child protection measures*

Functional competencies:

(Set of knowledge, skills and attitudes specific to the managerial, technical or support requirements of the position which may also be discipline specific)

- **GL software:** Knowledge of data entry to GL and taken various report from GL
- **Computer operation:** Skills on MS word, Excel and power point.
- **Accounting:** Skills of general accounting procedures
- **Corporate and statutory requirement:** Familiar with local and corporate financial law and regulations.

Demonstrates the attitudes of:

- *Integrity, transparency, proactive stance*
- *Respect for gender equity*
- *Adherence to child rights*

Experience:

- At least 3 years experience in relevant sector preferably in a larger organization

- **Physical Environment and Demands:**

May be "typical office environment"; note if heavy lifting, climbing, excess travel, etc.

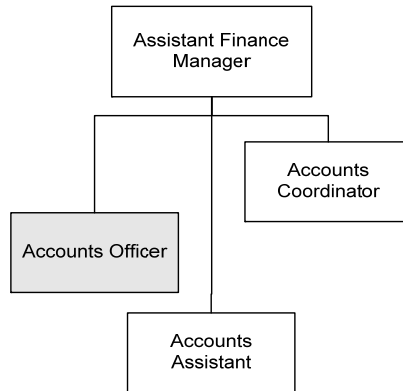
- *Based at BCO with occasional field visit*

Level of Contact with Children:

Low contact: *No contact or very low frequency of interaction*

Please attach an organization chart of your department:

Position Title: Accounts Officer



Certification

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

MANAGER:

- Name
- Signature
- Date

I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Plan.

POSITION HOLDER

- Name
- Signature
- Date