**Job Description**

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| **Position** | Grants Specialist-Generation Breakthrough Project | **Grade** | C2 |
| **Department & Location** | Programme & Coordination with Grants department | **Date** | September, 2013 |
| **Reports to** | Project Manager - GB | | |
| **Purpose:** | Prepare/review project budget and provide analysis of expenditure, coordinate disbursement of fund to project partners and prepare financial reports to ensure that the project fund is managed as per Plan and donor’s requirement and standards. | | |

**Dimensions of Role:**

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

The position holder oversees and monitors financial performance of the project including its partners and provides information on the same to Project Manager for further decision/action. He/she supports partners at different districts to establish internal controls as per project requirement. He/she needs to maintain close liaison with BCO finance and Grants departments for the purpose of smooth financial operation to the project activities and reports.

**Typical Responsibilities - Key End Results of Position:**

*“What” is done and “why”, but not “how”; include indicators for success*

**Key Results Area (KRA) 1**: **Coordinate and compile budget from partner organizations and project team and prepare/review project budget with detail breakdown of activities planned both at partners and Plan level.**

*Indicators for success:*

* Budget instructions (for preparation/ review) are communicated to partner organizations and project team in time and they are supported during the preparation/review of the budget by providing necessary information about costs, accounts code etc.
* Project budget is prepared/ reviewed meeting the agreed deadline upon compilation of the same from partners and project secretariat; project budget is in line with approved activities of the PP and meets Plan’s and donor’s requirement.
* The project budget is feed in into the donor (UNFPA) approved format and provide feedback/ recommendation on deviation.

**KRA 2: Coordinate, compile fund requests from partner organizations and project secretariat and ensure disbursement of fund from country finance team enabling smooth fund flow in the project (both at partners and secretariat levels).**

*Indicators for success:*

* Fund requests from partner organizations are reviewed in line with their respective approved budget; discrepancies in fund requests are communicated and corrected; fund disbursement to partner organization from BCO finance ensured within agreed time line
* The common ‘Statement of Receipt-Payment’ is collected from partner organizations and project secretariat; reviewed, consolidated and compiled in to a single report and submitted to project manager and country finance manager on quarterly basis
* Periodic expense analysis report is prepared; crossed checked with GL, GAD and shared with project team to notify over and under spent heads
* Project related bills are reviewed and checked and forwarded to BCO finance for processing payment; all such bills are accumulated with supporting documents incompliance with donor regulation.
* Bills from project petty cash expenses are reviewed and submitted to BCO Finance for reimbursement.

**KRA 3: Prepare project financial reports and establish proper documentation of project financial records.**

*Indicators for success:*

* Periodic expenditure reports from partner organization is collected, compiled and verified with GL; discrepancies communicated to partner organizations and project team;
* Financial reports for the project are prepared based on the corrected expenditure report and using the donor’s format; forwarded to project manager within agreed timeline.
* Best learning of PNGO financial operations are identified during the field visit/support visit, documented and shared with project team.
* An adequate and functional filing system is established to preserve and safekeeping of project financial records and made those available as per requirement of Plan and Donor.

**KRA 4: Provide support or capacity building to partner organizations and project team to establish various internal control mechanism to ensure effective and efficient use of financial resources within partner organizations and project team that meet Plan’s and Donor’s requirement:**

*Indicators for success:*

* Check list prepared in collaboration with BCO Finance team to assess existing internal control mechanism at partner organization level; assessment done and necessary support provided/ channeled from finance dept. or capacity building unit of Plan to overcome such gaps to partners
* Schedule of periodic support visit to partner organization is prepared and shared with project team, project manager and concerned partner organization; visit conducted within agreed agenda and report produced within assigned days of visit.
* # of training organized/coordinated for partner accounts staff based on the identified needs of the partner accounting staff and project point persons.
* Internal and external audit to the project is coordinated; project team is supported during such audit by providing documents and clarification on financial aspects of the project.

**Dealing with Problems:**

*Complexity of problems handled & the degree of investigation, analysis, & creative thinking required to solve them*

* The position holder needs to convince and negotiate project point persons at partner organizations (who are not directly reportable to this position) for timely submission and accuracy of the financial report.
* He/she needs to convince the project manager and other team members in establishing and maintaining Plan’s and donor’s financial standards and requirements as well as meeting deadlines of the same.

**Communications and Working Relationships:**

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

Internal contact:

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| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| GB project team members (other than supervisor) | * To get detail activity list as per project proposal for budget preparation; getting clarification on the petty cash bills submitted for reimbursement. | High |
| Finance Team – specially Assistant Finance Manager, BCO | * To receive guidance on and preparation/review of project budget and follow up on fund request to partner organization in time. To follow up on the fund disbursement to partner organizations and processing payment to different vendors of the project | High |
| Grants Analyst | * To ensure that the financial requirements of the donors are met throughout the project life i.e. preparing and reviewing project budget, monitoring expenditure and financial reporting to donors, | High |

External contact:

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| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| Project point persons/ accounting persons at partner organization | * To support and provide guidance during preparation and review of project budget; coordinating collection of fund requests and ensuring timely delivery of periodic financial report to Plan * Organizing capacity building events on financial issues for partner accounting staff | High |

**Knowledge, Skills, Behaviours, and Experience Required to Achieve Role’s Objectives:**

*Gained through education, training, & experience*

**Education:**

Masters degree in commerce – preferably in accounting or finance and professional course completed/partly qualified.

**Training:**

* Training on financial management and establishing internal control

**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)*

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| Understanding Plan:  *Understands the role of Plan and context in which Plan works* | Knowledgeable |
| Leadership:  *Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working* | Knowledgeable |
| 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* | Knowledgeable |
| Facilitating CCCD:  *Adopts appropriate tools and methodologies to facilitate disadvantaged children, families* | Aware |
| Management:  *Manage resources (staff, budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills* | Knowledgeable |
| Positive team style:  *Adopts a team style which adds value to work and reinforces good working practices* | Proficient |
| 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.* | Knowledgeable |

Functional competencies and level:

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

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| Financial Management:  *Abreast of updated statutory and corporate requirement* | Proficient |
| Internal Control:  *Adhere to internal control on fund management and reporting* | Proficient |
| Technological knowledge:  *Use of various technological tools (Computer including e-mail, internet, scanner, software (MS Offices), electronic banking system, cheque writer etc.)* | Knowledgeable |
| Problem solving:  *Ability to analyze the problem, information and circumstances and provide quick and quality solutions* | Knowledgeable |
| Donors rules and regulations  *Abreast of updated requirements of concerned donor’s financial rules and regulations. Ability to identify usages of the same within the project context and ensuring requirement of the same.* | Proficient |
| Financial Reporting:  Ability to organize and analyze financial information, present these for the audience in report format that can be used for making decisions. | Knowledgeable |

**Demonstrates the attitudes of:**

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

**Experience**

* Four years work experiences in accounts and finance, preferably in development organization; hand in experience in preparing project budgets and monitoring financial performance; preparing financial reports and aptitudes to work in pressure and meeting deadlines.

**Physical Environment and Demands:**

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

The position is based at PIB project office in Dhaka with 30% field visit to project areas and partner organizations. The position holder mostly works in the official environment and use computer for his/her work.

**Level of Contact with Children:**

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

***Mid contact****:     Occasional interaction with children*

***High level****:        Frequent interaction with children*

**Organizational chart:**

Position Title: Grants Specialist-Generation Breakthrough Project

Project Manager

{Generation Breakthrough}

Grants Specialist

{Generation Breakthrough}

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| **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 |