

### Job Description

|                                  |   |              |               |
|----------------------------------|---|--------------|---------------|
| <b>Position</b>                  | Finance and Operations Manager  | <b>Grade</b> | D2            |
| <b>Department &amp; Location</b> | Advancing Adolescent Health (A2H) project, Plan Bangladesh Country Office   | <b>Date</b>  | 23 April 2017 |
| <b>Reports to</b>                | Chief of Party/Project Director   |              |               |
| <b>Purpose:</b>                  | <p>Working in 52 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programs that deliver long lasting benefits by increasing its income, working in partnership with others and operating effectively.</p> <p>Plan Bangladesh is currently implementing its 4th country strategic plan (CSP-IV) developed for five years covering fiscal year 2016 to 2020 towards a longer term vision of a Bangladesh where “<i>Children and Youth (irrespective of ethnicity, location, gender, religion, disabilities or sexual orientation) grow up in a safe, protected, enabling environment where their rights are realized and their voices heard and valued.</i>”</p> <p>We will contribute towards this vision by designing and implementing quality programs and projects in major areas following right based approach. These major areas are: Health, Education, WASH, Child Protection, DRM &amp; Climate Change and Youth Economic Empowerment.</p> <p>Advancing Adolescent Health (A2H) is a USAID funded \$6,000,000 project that aims to empower female and male adolescents to advocate for their own needs and desires in order to delay marriage until at least ages 18 and 21, the legal marriage age for girls and boys respectively, and delay first birth until the age of 20 for girls. A2H will improve the health and well-being of girls and boys, especially girls as they develop into adults and prepare for motherhood; and ultimately, enable healthier babies to be born to healthier mothers. The project will be implemented through two partner organization in eight Upazillas of Rangpur District.</p> <p>The Finance and Operations Manager is responsible for overseeing project finances operations in accordance with relevant USAID regulations and in line with Plan’s financial and administrative management policy provisions. The Finance and Operations Manager will supervise grant management and financial reporting on grant performance and will ensure best use of resources by managing the preparation of sound budgets, monitoring project expenses, and assuring timely preparation of donor financial reports.</p> |              |               |

#### **Dimensions of Role:**

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

#### Budget/Asset management:

This position holder is responsible for preparing and modifying the projects budget and overseeing the expenditure trend both at Plan’s and partner end. Also responsible for project asset management. He/she does not have any delegated authority for expenditure. (or Oversees the management and disbursement project budget implemented by partner of approximately USD ..... per annum; also has an delegated authority of expenditures up to USD 10000.....)

#### Direct and indirect reports:

The position holder need to supervise two staffs. These are Finance Specialist-Sub Grants and Admin and Logistic Coordinator.

#### Communications requirement:

She/he needs to communicate internally with Project team, Finance and Admin staff at CO and at Rangpur to coordinate smooth financial and partial administrative support to partner NGOs in the field. External

communications with partner organizations under the overall guidance of Plan's Admin policy and procedure. Finance and Operations manager must maintain close link of communication with the USAID mission in Bangladesh

Risk management:

She/he will take proactive stance in identifying and mitigating child protection, USAID and Plan's compliance related risks in the partner NGOs purchase, procurement and organizing events involving children and adolescents in the field.

External representation:

She/he represents Plan Administration and supports partner organizations in their purchase and procurement as a committee members to ensure compliance related issues when assigned by the supervisor. May require to represent the project to USAID Bangladesh Office and other external forum in absence of Project Director or as assigned by the Project Director.

Reach/breadth of the post/ or area of responsibilities:

Financial reporting and donor compliance as well as with the project staff at Plan and Partner organization at national and local level. She/he will take proactive stance in identifying and mitigating finance admin and compliance related risks both at Plan and partner level. She/he will represent Plan in partner organization and other relevant network related to financial aspect of the project. The incumbent will oversee and manage the financial and compliance aspect of the project to be implemented by two partner organizations in Rangpur district of Bangladesh.

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

**Key Result Area (KRA-1): Accounting and Finance Management:**

*Indicators for success:*

- Assists the Chief of Party/Project Director with day-to-day accounting operations and financial management functions in field offices are performed in accordance with internal policy and procedures, and in full compliance with USAID/USG rules and regulations.
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments.
- Suggests formats for financial reporting to aid financial statement users to better understand the contents of the reports for decision-making and strategic planning purposes.
- Ensures the maintenance of accurate records of financial transactions of the country office (main and field offices) in order to monitor financial status of all project activities.
- Assists with the management of the country finance department to meet the financial reporting requirements of in-country management and Headquarters; this function includes ensuring that all financial reports are submitted on or before the deadlines set and contain relevant information for all the users of the financial reports.
- Directs the preparation of all financial reports for external purposes in respect to accounting, legal and contractual requirements.
- Maintains the system of accounts ensuring all accounting data are updated, reconciled and fully supported.
- Oversee training of finance staff and provide technical support to country and partner program and logistics.
- Assist with and or prepare budgets.
- Present & facilitate review of actual to budget expenditures with Chief of Party/Project Director/Country Director and program managers.
- Provide recommendations for budget realignments as required.
- Ensure compliance with internal and donor regulations and procedures; establishing finance and supporting function policies, systems and procedures, and directing or performing their

development, documentation, and implementation.

**Key Result Area (KRA-2): Warrants the project deliverables within the Plan BCO CSP, demonstrating focused and structured approach, intelligence and enthusiasm:**

*Indicator for success:*

- Ensures that the performance of the Project Operational Management Team is efficient, effective and delivered within budget.
- Monitors delivery of these PMP (performance management plan) and Work Plan targets and takes steps to address any inadequacies.
- Targets growth through extending donors and develops approaches for fundraising.
- Contributes to the development of CSP through a thorough, current understanding of the local and national policy context, local competitive forces and local business opportunities, including new sources of private funding for the project.
- Explores ICT and other multimedia technologies to identify new program development opportunities, to enhance service provision and increase the agency's market share opportunities in the current and other upcoming projects.

**Key Result Area (KRA-3): Training/ Capacity Building:**

*Indicator for success:*

- Train project senior staff on USAID Rules and Regulations to increase their responsibilities in order to build capacity and ensure sustainability of programs.
- Advocate and plan for professional development for direct reports and other project staff members.

**Key Result Area (KRA-4): Working Relationships:**

*Indicator for success*

- Maintain frequent communication with Chief of Party/Project Director to ensure finance activities and objectives are communicated.
- Work with program and logistics staff both at Plan and partner organization to ensure the coordination of programs are within budgeted targets and all procurement is in compliance with AIDAR.
- Attend coordination meetings which are relevant to project and country activities
- Interface with government and relevant agencies to ensure compliance with varying government regulations when necessary.

**Key Result Area (KRA-5): Representation:**

*Indicator for success*

- Serves as a liaison with USAID and other donors (GAC and Johnson and Johnson) on matters related to the program to ensure financial and programmatic accountability to donors as assigned by the Project Director.
- Participate in donor and partner meetings and communicate relevant information Chief of Party/Project Director/CD.
- Assists in activities to ensure maximum visibility of the agency amongst the NGO community in full compliance with USAID Marking and Branding Requirements.

- Participates in the production of reports and ensure the timeliness and accuracy of information provided, as well ensuring confidentiality of sensitive information.
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and stand-point regarding internal and external actors.

**Key Result Area (KRA-6): Security:**

***Indicator for success***

- Ensures application and compliance of security protocols and policies.
- Facilitates emergency and non-emergency security expenditures.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) and CP standards within Plan International and amongst beneficiaries served by Plan International.
- Other duties as assigned. The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.

**Key Result Area (KRA-7): Compliance & Ethics:**

***Indicator for success***

- Promotes and encourages a culture of compliance and ethics throughout Plan International. As applicable to the position, maintains a clear understanding of Plan International and donor compliance and ethics standards and adheres to those standards.
- Conducts work with the highest level of integrity. Communicates these values to staff and to partners and requires them to adhere to these values.

**Dealing with Problems:**

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

- The position will require regular and structured analysis to identify any emerging issues as well as identify any potential financial and administrative risks of the project at the planning and implementation level.
- The position holder should hence be able to manage any emerging issues, anticipate risks within the area of business.

**Communications and Working Relationships:**

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

Internal contact:

| <b>Position</b>                    | <b>Reasons for contact</b>  | <b>Level (high, medium, low)</b> |
|------------------------------------|---|----------------------------------|
| Deputy Country Director-Operations | For finance and administrative issues to be resolved.   | Medium                           |
| Director Finance, Plan Bangladesh  | For all sorts of payments and internal and external audit facilitation and providing vouchers to Program staff. | Medium                           |

|                              |  |      |
|------------------------------|--|------|
| Advisor-Business Development | Donor reports and Project budget preparation in line with donor's requirement and revision according to implementation requirement | High |
| USNO                         | To response queries on budget and operations related issues  | Low  |

External contact:

| Position                        | Reasons for contact   | Level (high, medium, low) |
|---------------------------------|---|---------------------------|
| Implementing Partners           | For overall planning and implementing and quality control of project activities as per project proposal | High                      |
| Other development organizations | For collaboration and partnership on specific project/ advocacy issues                                  | Medium                    |
| USAID Office in Bangladesh      | The incumbent must submit monthly and quarterly reports to the Mission                                  |                           |

**Knowledge, Skills and Behavior's Required to Achieve Role's Objectives:** *Gained through education, training, & experience*

#### Experience

- Minimum 5 years' experience in a non-profit organization working on USAID or other USG projects, including PEPFAR/Global Fund with an extensive experience in the administrative and financial management of overseas programs or equivalent combination of education and experience.
- Extensive experience in working with computerized accounting systems, preferably SAP.
- Experience in working with a large national and expatriate staff team.
- Must be able to carry out responsibilities independently with minimal technical support from within the organization.
- Knowledge of USAID and other USG, GAC, DFID and other donor financial regulations.
- Experience in managing procurement and logistical procedures and policies.
- Proven leadership qualities.
- Strong negotiation, interpersonal and organization skills.
- Can function effectively in a loosely structured work environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements.

#### Education and experience:

A university degree (Masters) in Accounting or Business Administration.

#### Training:

Training on financial management and establishing internal control.

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

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|--|
| Competency Standards   |
| <b>Core Competencies</b><br>Set of knowledge, skills and attitudes necessary for all Plan International Bangladesh staff<br><b>Functional Competencies</b> |

|  |               |
|--|---------------|
| Set of knowledge, skills and attitudes specific to the managerial, technical or support requirements of the position which may also be discipline specific   |               |
| <b>Level of competency</b>   |               |
| Aware – basic level of mastery (can identify the concept or skill but have limited ability to perform)   |               |
| Knowledgeable – intermediate level of mastery (able to apply and describe the concept or skill)  |               |
| Proficient – advanced level of mastery (able to synthesize, critique and teach the skill)  |               |
| <b>Core Competencies</b>   | Level         |
| Understanding Plan:<br><i>Understands the role of Plan and context in which Plan works</i>   | Proficient    |
| Leadership:<br><i>Cultivates an environment where people are confident to take the initiative, be innovative and learn new ways of working</i>   | Proficient    |
| Communicates effectively:<br><i>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</i> | Proficient    |
| Facilitating ASRH:<br><i>Adopts appropriate tools and methodologies to facilitate disadvantaged adolescents and families</i>   | Knowledgeable |
| Management:<br><i>Manage resources (budgets and work) to deliver results to agreed quality standards; able to apply planning-leading-organizing-controlling skills</i>   | Knowledgeable |
| Positive team style:<br><i>Adopts a team style which adds value to work and reinforces good working practices</i>  | Proficient    |
| Child protection awareness:<br><i>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.</i>   | Proficient    |
| <b>Functional Competencies</b>   | Level         |
| Development management:<br><i>Understanding of and ability to serve as development catalyst and practitioner given the country public health issues and Plan mandate</i>   | Knowledgeable |
| Knowledge on adolescent and young people's health:<br><i>In-depth knowledge in different aspects of child, adolescent and maternal health</i>  | Proficient    |
| Program integration and evaluation:<br><i>Ability to assess-plan-negotiate-organize-monitor-evaluate-measure the success of ASRH programs and what they are supposed to deliver</i>  | Proficient    |
| ASRH programming in Bangladesh:<br><i>Insights on the ASRH programming of Bangladesh</i>   | Knowledgeable |
| Training:<br><i>Knowledge and skill on TNA, Training Module and Session Facilitation</i>   | Proficient    |
| ASRH research/assessment:<br><i>Ability to identify ASRH research issues, designing tools, TOR and conducting research</i>   | Proficient    |
| Participatory management:<br><i>Ability to involve the members of the team or communities in consensus building and decision making</i>  | Knowledgeable |
| Networking and collaborating:<br><i>Establishes good relationships with stakeholders; works cooperatively with other units, maintains networks outside the organization</i>  | Proficient    |
| Solutions focused:<br><i>Effectively analyzes information and provides effective and quality assured solutions</i>   | Proficient    |
| Technological savvy:<br><i>Understands and uses different technological resources (computer, multimedia, internet, email)</i>  | Knowledgeable |

**Demonstrates the attitudes of:**

- *Integrity, transparency, proactive stance*
- *Respect for gender equity*
- *Adherence to child rights and child protection*
- *Willing to work on behalf of the project or the organization at the time of emergency within the project areas or outside.*

**Physical Environment and Demands:**

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

Based at the Dhaka of Plan International Bangladesh with at least 40% travel to projects areas, meeting with stakeholders and partner organizations. The travel volume and frequency tremendously increases during the time of disaster and emergency responses.

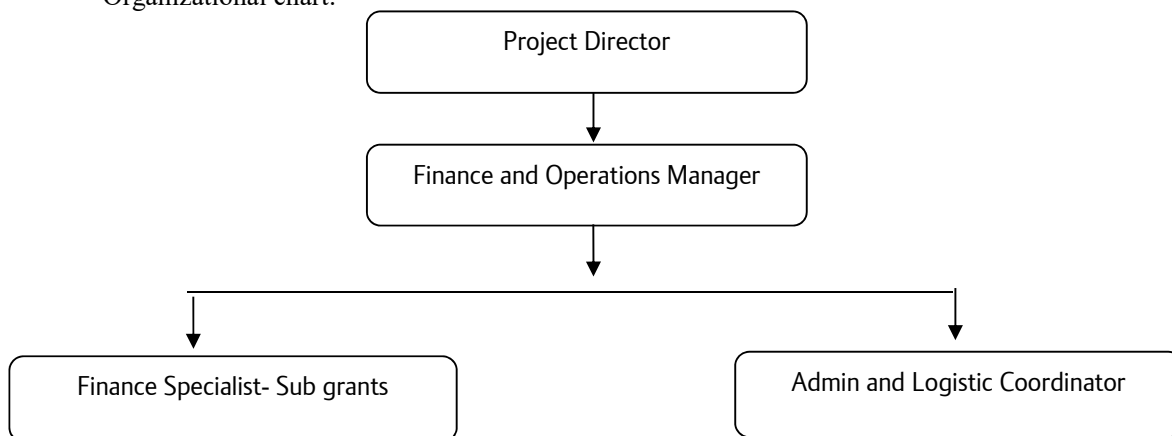
**Level of Contact with Children:**

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

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

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

Organizational chart:



**Certification**

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 International.

POSITION HOLDER:

Name:

Signature:

Date: