**JOB DESCRIPTION**

**UNIT/DEPARTMENT : Finance**

**JOB TITLE : Finance Officer**

**REPORTS TO : Finance Manager**

**Staff members to supervise : None**

**JOB SUMMARY:**

The Finance Officer is mainly responsible for grants & partnership management including day to day finance work of WaterAid Bangladesh. S/he will responsible to prepare/assist budget, financial report and to ensure compliance of GoB, WaterAid and donors.

**KEY RESPOSIBILITIES:**

1. **Budget:** Prepare project’s budget for grants proposal in compliance with donor’s guideline as well as budget for WaterAid program in compliance with its policies. Review partners’ budget to ensure compliances with WAB rules & regulations and provide feedback to the management
2. **Partner return:** Review partners’ monthly and quarterly actual expenditure statement and forward the findings to management/respective programme person to resolve those before uploading the return in to the finance system
3. **Procurement and bill payment :** Review the bills/vouchers with supporting documents like quotation, CS, WO, challan if applicable, certification from requestor/admin, deduct tax/vat where applicable, prepare voucher, print cheques and obtain approval before disbursement. Take part from finance in the procurement committee. Ensure value for money through the process of procurement.
4. **Month end and year end pack:** Prepare the bank reconciliation, checklists for DFA/CD and the relevant schedules as required by WA-UK on monthly basis and assist in preparing the annual reports as well as to provide support for audits.
5. **Grants:** Grants management for different donors such as DFID, USAID, SIDA, and HSBC. Ensuring proper monitoring on donor currency movement, donors’ compliance and reporting deadline through proper reporting, documentation and budget monitoring.
6. **Partnership:** Prepare annual visit plan, conduct financial monitoring visit to Partner NGOs and prepare report on the visit, follow-up on implementation of the recommendation of monitoring visit and audit. Review fund disbursement request and ensure appropriate disbursement of fund. Review risks of the PNGO and inform line manger accordingly. Facilitate training/refreshers on financial management for the PNGOs staff.
7. **Other work** such as Partners reporting format development, return upload to system, review partners guideline and provide feedback, review different checklist and formats for updating those and as assigned by the line manager.

**JOB REQUIREMENTS/PERSON PROFILE:**

**Education, experience and knowledge:**

* MBA/M.Com. major in Finance/Accounting with CA (CC) and have 4 years’ experience in INGO
* Experience to work in donor funded International NGO will be preferred.
* Knowledge on GOB regulations governing financial management of NGOs.

**Professional and Technical Skills:**

* Excellent report writing skill with knowledge of MS Excel/Word and accounting software SUN.
* Facilitation, interpersonal and communication skills.
* Practical experience in analyzing computer software generating financial statements.

**Personal Competencies:**

* Attitude to work in a team and ability to work under pressure to meet the dead-line.
* Self-driven and be ready to undertake extensive field visit.
* Good interpersonal skills and capacity to understand and walk with people from all walks of life.
* Possess personal integrity, flexible attitude, sense of transparency, proactive stance and respect for gender and organizational culture.

**KEY CONTACTS/RELATIONSHIP:** Includes but not limited to other Team members in Finance.

**WORKING CONDITIONS:** This is a country office based position with lot of travel to field with computer, internet, relevant software and telecommunication including mobile phone network. S/he may require field visits as and when required.