**POSITION ANNOUNCEMENT**

**Finance and Administration Manager, Workforce Development for Bangladeshi Youth**

Effective with the release of this position announcement, Winrock International is recruiting applicants for the position of Finance and Administration Manager for an anticipated USAID-funded “Workforce Development for Bangladeshi Youth” project in Bangladesh. The proposed objective of the project is to increase stable employment for rural youth in Bangladesh including jobs in agribusiness and light engineering fields. The project focus in USAID’s Feed the Future zone of influence and have a focus on engaging women and men in workforce readiness and youth entrepreneurship.

The responsibilities, duties, and qualifications are described in the attached position description. Position is contingent upon receipt of donor funding.

**GENERAL:**

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

**SALARY:**

The annual salary will be commensurate with qualifications and experience. Excellent benefits.

**APPLICATIONS:**

Applicants should go to <https://www.appone.com/MainInfoReq.asp?R_ID=2002725&B_ID=83> and submit a current resume and cover letter referencing **USAID/Workforce Development for Bangladeshi Youth** by June 30, 2018.Qualified Bangladesh nationals, and other nationalities, especially those residing in South/Southeast Asia are strongly encouraged to apply.

Winrock would like to thank all applicants for their interest but only candidates who meet all requisite criteria and are short listed will be contacted.

EEOE/AA.

**POSITION DESCRIPTION**

**POSITION TITLE**: Finance and Administration Manager, Workforce Development for Bangladeshi Youth

**LOCATION:** Dhaka, Bangladesh

**DEPARTMENT:** Civil Society & Education

### **STATUS:** Full time; contingent upon continuation of donor funding

### **REPORTS TO:** Bangladesh Workforce Development for Bangladeshi Youth Chief of Party

**POSITION SUMMARY**:

The Finance and Administration Manager will oversee all financial accounting and general office services and maintain organized records and documentation in adherence with Winrock and USAID procedures.

**Specific responsibilities include but are not limited to:**

* Oversee and supervise all accounting, HR, procurement and awards management within the project. Accounting activities include salary disbursement, petty cash, monthly bills and tax withholdings, managing provident funds, approving vendors bills, bank management
* Ensure compliance with Winrock’s standard operating procedures, policies and accounting principles and USAID’s polices and regulations.
* With the COP, manage, monitoring project budgets, and analyze projects spending.
* Work with staff and COP to develop monthly budget and request operating funds.
* Coordinate and oversee program tendering and procurement activities in country as per WI’s policy
* Maintain and update inventories
* Review and approve all vouchers prepared by the finance officer (disbursement, receipt and general journal vouchers) for expenditures and ensures that expenses are reasonable, allowable and allocable to the project;
* Oversee payroll procedures for national staff, administer payroll, and monitor employee time keeping
* Develop and implement office administrative and personnel systems;
* Maintain financial controls and procedures for the management of funds and sub awards/contracts.
* Produce budget projections, accruals and reports for submission to USAID.
* Liaise with the COP to ensure the project needs are being met in terms of accounting, contracts, human resources, IT, and operations.
* Supervise project staff and consultants working on finance and administration for the project
* Monitor partners’ management of funds and cross check source documents.
* Maintain financial, procurement, subaward and HR files and support annual audits.
* Supervise inventory preparation of all non-expendable properties, coordinate periodic submission to USAID and processing disposal actions as per USAID regulations;

**Qualifications:**

* Master’s degree in accounting, finance, or related field
* A minimum of 5 years’ progressive financial management and grants management experience on international development projects;
* Excellent written and oral communication skill in English and Bengali is required;
* Strong analytical and computer skills, especially with accounting software, spreadsheets and financial analysis
* Demonstrated experience managing $15M Projects
* Experience with USAID a plus.