

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed as instructions. As you progress through your application, please ensure that you have your references.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact bangladesh.recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Finance and Government Relations Officer
Group	International
Team	Asia - Bangladesh
Location	Bangladesh
Responsible to	Finance and Government Relations Manager

PART 1 – JOB DESCRIPTION

1. PURPOSE OF THE TEAM

To ensure that the financial affairs of Tearfund are managed ethically and professionally in order to maximise its impact to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

2. MAIN PURPOSE OF THE JOB

The role is responsible for ensuring donor compliance for all financial management issues and providing accounting functions, financial management and government relations input to our Bangladesh team.

3. GENERIC PURPOSE OF THE ROLE

- Shares in responsibility for the overall team task and be responsible for carrying out work packages .
- Liaises with internal colleagues and partners.
- Takes responsibility for reviewing own personal development and overall team tasks.

4. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- To attend Staff devotions, to hear of Tearfund's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.
- Responsible for maintaining your own spiritual development.

5. POSITION IN ORGANISATION

- Reports to the Bangladesh Finance & Government Relations Manager
- Liaises with all relevant Internal & External Stakeholders.

6. SCOPE OF JOB

To be responsible for the day to day finance function in Bangladesh Country programme. Dotted line Reporting to the Country Director, and with strong working links to Tearfund's regional and head office finance teams, this role will be vital in ensuring strong financial management of all the projects. Key responsibilities include budget management, reporting & grant management, partnership/sub-grant management, document review & control, bank & cash management and compliance with donor rules/regulations and statutory obligation as well as the internal control environment. Along with all government related work which includes, work permit, permissions for different documents, FD6, etc. Additional responsibilities include: financial capacity building and support to project partners.

7. JOB DUTIES AND KEY RESPONSIBILITIES

Financial Management and Partner Financial Reporting

- Support partners in preparation and review of their budget revision requests, cost-work plans and cash flow projections.
- To support the partner organisation wherever required to meet the donor compliance / finance requirements.
- In consultation with regional and head office finance, undertake regular checks of the partner's reporting to ensure the integrity of financial systems.
- Analyse and monitor partner financial reports, on a monthly and quarterly basis within an agreed timetable. Ensure that expenditure accurate and complete with supporting evidence, in line with agreed work plans and that all variances are identified early on and acted upon appropriately.
- Working closely with the program team, ensure partners monthly reports on performance of the utilization of budgets against the agreed budget lines are communicated and reviewed within the consortium.
- Manage and monitor Tearfund's expenditure in line with the project budget, highlighting variances and resource allocation to Country Finance and Government Relations Manager.
- Work with the program team to ensure that all internal control (policy) and donor requirements are disseminated to the teams and partner.
- In coordination with colleagues and partners prepare and ensure the project forecast is reviewed and updated regularly.
- Prepare any project budget amendment/revision requests for the Country Finance and Government Relations Manager and Head Office.
- To ensure the partner due diligence information collected is regularly reviewed and updated on a timely basis.
- Conduct workshops and training with partners as required.
- Ensure any financial risk areas are identified and elevated to finance colleagues and the Country Finance and Government Relations Manager as appropriate.
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Financial accounting

- Review & Process financial payment vouchers for supplier's payments, travel advance requests and other payments requests.
- Track outstanding advances and follow up to ensure all are cleared on a timely basis and in line with financial policies.
- Review & Process all travel expense reports, workshop expense reports and any other reconciliations for authorization, accuracy, allowable expenses, charge codes and accounting for advances.
- Follow up on resolutions of all questioned items and see that they are resolved in a timely manner.
- Prepare & Review posting and journal transactions on Tearfund's finance systems.
- Prepare and submit cash flow and grant requests.
- Preparation of statutory obligations, including local regulation compliance (e.g. payroll)
- Support finance manager to coordinate projects and in country audits.

Government Relations and other

- Undertake any other duties, in line with the level of this post, which may reasonably be requested by the Country Finance and Government Relations Manager.
- To handle all government related work and to also help with FD6 and FD7 as appropriate.

Part 2 – Person specification

Job title: Finance and Government Relations Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor Degree in Commerce 	<ul style="list-style-type: none"> • Master’s Degree or Part qualified Professional Accountant.
EXPERIENCE	<ul style="list-style-type: none"> • Worked in a finance department for a minimum of 3 years. • Computerised accounting experience. • MS Office 	<ul style="list-style-type: none"> • Worked for an International Development Organisation
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Good communication skills. • Numerate. • Able to work to deadlines and under pressure. • Able to organise your own workload and use your own initiative. • Fluent in written and oral communication in English Language. 	<ul style="list-style-type: none"> • An understanding of restricted donor project accounting, including compliance, budgeting and reporting
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian. • Flexible and adaptable. • Relational • Able to work in a small team and support others. • Accurate and pays attention to detail. • Customer service orientated 	
<ul style="list-style-type: none"> • The individual will need to be flexible and prepared to undertake a variety of tasks within a small team environment. There are regular monthly deadlines to be met so an ability to work under pressure and retain a sense of humour is essential. 		