



Position Description

POSITION TITLE:	Finance Manager
LOCATION:	Dhaka, Bangladesh
REPORTS TO:	Director-Finance & Administration
NO. OF VACANCIES:	01
WORK LOCATION:	Dhaka and frequent field visits to SAFETI project sites

BACKGROUND OF PROJECT

WINROCK INTERNATIONAL is a non-profit organization that works with people around the world empower the disadvantaged, increase economic opportunity and sustain natural resources. Winrock was awarded the Safe Aqua Farming for Economic and Trade Improvement (SAFETI) project with presence in Dhaka and Khulna, Bagerhat, Jessore and Satkhira districts of Khulna Division. Winrock will work with the following actors in aquaculture sector: smallholder farmers, handlers, packers, aggregators, suppliers, and processors of the products they supply; government phyto-sanitary and para-veterinary extension workers; as well as trade associations, government agencies, and bureaus of national level. Winrock will include disadvantaged and marginalized groups, including women and youth in project interventions, as appropriate.

SAFETI is being implemented with objectives of achieving the following results through different interrelated components/ activities described in the project proposal:

1. Increase agricultural productivity by improving production and management of hatcheries and farm in the shrimp and prawn value chain to contribute to both improved food quality and safety, as well as to improved livelihood and environmental sustainability in the Bangladeshi prawn and shrimp industry.
2. Expand trade of agricultural products by improving handling and sanitary controls, reducing unnecessary layers in the value chain, promoting extension services, and building the capacity of trade associations and government trade promotion bureaus.

POSITION SUMMARY

Specifically, the Finance Manager will:

Ensure compliance with the standard procedures of Winrock International and the donor USDA for day-to-day financial management and security of documentation:

1. Review day-to-day transactions including daily petty cash reimbursement;
2. Ensure all financial transactions are properly coding in Quick Books, prepare vouchers with adequate supporting documentation and ensure timely backup information;

3. Review bills and vouchers submitted by vendors and sub-awardees, review conformity with contractual provisions and arrange payments in line with GOB and Winrock requirements;
4. Prepare the project payroll including tax and other withholdings as required by the GOB and arrange for payment of GOB taxes;
5. Analyze financial transactions thoroughly for FOV preparation prior to submission to the Regional Philippine office and Winrock Headquarters, receive feedback from these offices, and take necessary actions;
6. Develop field-level procedures to be followed by both Winrock field offices and the project, in compliance with the DFA and Winrock Headquarters;
7. Prepare employee release forms, obtain approvals, process final payments, have them signed and properly archived;
8. Prepare the monthly wire request for SAFETI -Bangladesh as per budget, and submit to Winrock Headquarters to ensure timely funding for the uninterrupted operations of the SAFETI project;
9. Ensure that all financial data and documentation are stored in a security location, including a bank security deposit box, and follow designated digital and documentation security measures;
10. Ensure accurate posting of all accounting data in the designated software and perform all other required entries and reporting activities and reconcile the monthly bank balances;
11. Maintain records of Winrock/SAFETI national staff fund, to include: earned leave, contributory provident fund, bonus, gratuity and other items as required for both the employee and employer contributions;
12. Review travel expenses, make advance payments and maintain records of advances and reconcile with bills when submitted;
13. Communicate with Winrock Headquarters when obtaining and monitoring vendor identification, and ensure compliance and due diligence from vendors and consultants, as required by the donor and Cooperative Agreement;
14. Correspondence with respective bank through online banking system as a key person for day to day all transactions and funding to the PNGOs from concerned banks as well as control over field finance reports etc.

Support preparation of annual budgets, financial reports and statutory reporting for Winrock Headquarters for liquidation of PNGOs expenditures documentation needed for audits:

1. Prepare yearly project budgets as per yearly activity plans, and necessary modifications, variance reports, etc. comprising the PNGOS budget/regional/district budgets;
2. Review and monitor SAFETI budget and prepare financial reports as required for the project management and Winrock Headquarters;
3. Ensure that finance reporting from the field for both Winrock and Sub-contractors is correct and follows established Winrock and USDA procedures;
4. Submit monthly FOV to the Philippine Regional Office as per Winrock procedures, and acknowledge expenditures that are approved on a monthly basis;
5. Provide justification and answer the queries regarding FOVs from Philippine office and Winrock Headquarters and take necessary corrective actions;

6. Assists in the preparation of USDA and/or NGOAB periodic reports including: annual tax and VAT, accruals, quarterly financial progress report, etc.;
7. With the support, and as required by the DFA and COP, prepare monthly/annual project financial reports, e.g., R&P, Income Statements and Balance Sheets for review during NGOAB audits;
8. Prepare the TOR for the Annual Audit and take measures to ensure the timely engagement of an Audit firm;
9. Prepare DC/Upazila expenditures for all SAFETI districts and share these with the District Managers prior to submission to the DC/Upazila offices.

Oversee PNGO funding, monitoring of expenditures and billings, conduct regular office visits and share findings with Winrock and partner managers to finalize the visit report for follow-up action:

1. Review PNGOs yearly budget budgets, analyze projected and actual fund obligations and arrange necessary modifications if required;
2. Review and arrange the sub-contracts funding process and reporting requirements and ensure timely reporting and adjustments;
3. Visit sub-awardee offices on a regularly scheduled basis to review financial activities and records, and to make checklists for partner managers to comment and act on, and prepare reports on findings;
4. Prepare a visit report action list and recommend with necessary actions on compliances/findings highlighting any questioned-costs;
5. Review sub-awardees reports, identify and initiate actions in accord as per visit findings and recommendations;
6. Maintain a tracking system of sub-contracts monitoring and track advances through an “ageing” report and share with management;
7. Receive and review sub-awardees audit reports, identify and initiate actions in accordance with the auditor’s recommendations;
8. Work closely with the Winrock Project Managers and SAFETI senior management team in sub-awards closeout and other work related to project closeout;
9. Assist the DFA, COP and the Winrock team in sub-awards and project closeout related matters;
10. Maintain coordination with other NGOs to identify best practices of accounting to enhance PNGO’s staff capacity, building on financial management by arranging training/workshop as needed.

Provide Support to HR and Administration for personnel management and procurement work following the Winrock HR and procurement policy:

1. Support the HR team to prepare and finalize employment and consultancy contracts;
2. Review the updated SAFETI staff list prepared by HR each month and provide necessary support to HR to reconcile the payroll sheet properly;
3. Prepare procurement documents and send to Winrock Headquarters to obtain necessary clearances and approvals;

4. Prepare the tracker list of Vendors/Consultants/subawardees and submit it to Winrock Headquarters quarterly;
5. Review the physical inventory records to ensure they are prepared properly at the year end and finalize the report to Winrock Headquarters;
6. Other tasks assigned by position Supervisor.

QUALIFICATIONS (minimum)

1. Master's degree in or Accounting or related field. Preference will be given to those with master's in accounting/ Finance or MBA major in Accounting/ Finance from any recognized university/ institute;
2. At least 5 years working experience in similar position in INGO, knowledge of Admin, Procurement, Accounting policies;
3. Excellent skills with MS Word, MS Excel, MS Power Point, and in particular QuickBooks accounting software;
4. Knowledge of USDA/USAID compliance requirements;
5. Knowledge of NGOB's requirements for project approval, audit clearance, annual fund release and related processes;
6. Good spoken English and highly fluent Bangla;
7. Willingness to travel to remote areas of Bangladesh;
8. Ability to work with a wide variety of people and be team player.

WORK SUPERVISION

The Finance Manager will work under the supervision of the Director - Finance & Administration. S/he will work closely as needed and under the guidance of the Chief of Party.

SALARY AND BENEFITS

Negotiable; based on experience and prior salary history. The position is a full-time position with all other entitlements.

WORK LOCATION

The primary work location will be the SAFETI office in Dhaka with frequent field visits to SAFETI project sites in the Khulna Division and Cox's Bazar.

DEADLINE FOR APPLICATION

Applicants may submit their current resume and cover letter to wisafeti@gmail.com referencing the Finance Manager Position announcement by **3 June 2020, by 5.00 pm positively**.

Winrock International is an equal opportunity and affirmative action employer. Only short-listed candidates will be contacted. The decision of Winrock International in selecting the candidate for the position is final.