

## Role Profile

Job Title	<b>Finance Coordinator</b>		
Directorate or Region	Bangladesh	Department/Country	PROKAS – Promoting Knowledge for Accountable Systems is a Foreign, Commonwealth & Development Office (FCDO) funded programme
Location of post	Dhaka	Duration of job	March 21 to December 2021
Reports to	Head of Finance		

### **Introduction:**

PROKAS (Promoting Knowledge for Accountable Systems) is a UK Foreign, Commonwealth & Development Office (FCDO) funded programme designed to support government and civil society initiatives to improve transparency and accountability in Bangladesh. PROKAS commenced in April 2015, and will continue until December 2021, subject to FCDO's approval. PROKAS is implemented by the British Council in partnership with Palladium.

### **Background to PROKAS:**

PROKAS is a politically smart programme that aims to increase transparency and accountability in Bangladesh by supporting action in areas where there is strong potential for change. We work with issues where there is an opportunity to bring groups together – civil society, government, academia, the business community – to solve complex accountability problems through coalition building and collective action approaches, supported by political economy analysis. Whilst PROKAS awards grants to participating partners, particularly civil society partners, the issue-based projects are not traditional 'grant projects'; regular reflection and learning enables projects to flexibly adapt to accommodate new ideas, or new partners, or changes in the external context.

The Programme has the potential to contribute to learning about how change happens in Bangladesh, and to contributing much more widely to the international discourse on 'adaptive programming' and 'thinking and working politically'.

### **Accountabilities, responsibilities and main duties:**

The post holder will be accountable and responsible for the effective operation of all aspects of administration. Specifically:

**Supporting the PROKAS Finance system:**

- Use British Council SAP system to contribute to financial procedures, by creating purchase orders for consultants, vendors and partners, changing and deleting purchase orders, noting goods receipt, as directed.
- Checking and verifying the invoice /bills and vouchers of partners', vendors' and consultants' payment.
- Assist Head of Finance in preparation of financial forecasting, statements and documents
- To support with the financial record keeping system and to ensure that all records are kept in accordance with BC standards and FCDO audit procedures
- Assist with manual journals and off-system payments requests ensuring accuracy and Compliance with relevant BC policies;
- Handle petty cash and prepare necessary vouchers.
- Maintenance of fixed assets for smooth office operations
- Assist with annual audit of PROKAS and partners.
- Support with the financial record keeping system and to ensure that all records are kept in accordance with BC standards FCDO audit procedures
- Maintain record of partner invoices and financial reports.
- Maintain record of approved timesheets and payroll adjustment with leave records.
- Facilitate Staff Travel Advance and settle adjustments
- Coordinate with country Finance Team

**Smooth operational management of the PROKAS office**

- Arrange all kinds of logistic support as and when required.
- Upload and manage financial documents on Sharepoint Database
- Inventory prepared and maintained as per British Council standards – updated each quarter and reported to the Head of Finance, Programme Manager and Senior Project Manager for information and record.
- Assist in maintaining stock regularly (monthly) and prepare monthly stock requisition
- Support the Head of Finance and Programme Manager on procurement of goods and services relating to events and project office resources adhering to procurement guidelines at all times
- Ensuring timely verification and submission of bills of administrative expenses-telephone, mobile phone, Internet, electricity, rent and other etc.

**Procurement of goods and services for PROKAS**

- Support Head of Finance and Programme Manager with procurement in line with British Council and client policies and guidelines.
- Ensure value for money in procurement activities.
- Quotations are sought on time with comparative statements prepared in line with BC/FCDO procurement guidelines.
- Vendor creations in BC SAP system.

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### **Behavioural Competencies**

#### **Key result areas**

- Effective and smooth project finance
- Efficient use of resources
- 'Good' audit report as minimum
- Excellent communications with staff members and key relationships internally and externally.

#### **Key relationships**

- Project Director/SRO
- Project Team Leader
- Senior Regional Project Manager
- Senior Project Manager
- Programme Manager
- Head of Finance
- PROKAS Programme Team
- Country Finance Team
- Country Procurement Team

#### **Deliverables and timeframe:**

The timeframe for overall delivery for this role will be from March 2021 to December 2021. More specific deliverables and outputs will be agreed, updated by line manager as and when necessary.

#### **Location and Duration**

The Finance Manager will be based in Dhaka for the duration of the programme, with associated travel.

### **Person Specification**

<b>Required Qualifications</b>	The person should hold a Bachelor's degree in Business, Finance, Accounting, Public Administration or be part qualified accountant (ACCA, CIMA), with experience in either industry or practice; or alternatively be able to demonstrate substantial experience in an existing similar role.
<b>Skills, Knowledge &amp; experience</b>	<ul style="list-style-type: none"><li>• At least 3 years of work experience in admin and finance role.</li><li>• Ability to interpret and implement company policies and procedures</li><li>• Preferably have experience within non-profit/NGO sector.</li><li>• Ability to manage vendors, office administration, stocks, assets, staff travel and transportation</li><li>• Understanding of basic bookkeeping, accounts payable and receivable</li><li>• Computer literate, including effective working skills of MS Word, Excel and e-mail</li><li>• Effective communication skills with individuals at all levels of the organization</li><li>• Have excellent problem-solving skills.</li><li>• Have high levels of professionalism, initiative, energy and flexibility.</li></ul>

	<p>Competencies</p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills; commitment to team-work and to working across disciplines, cultures and stakeholders at all levels</li> <li>• Good judgement in balancing the need to follow orders and take initiatives.</li> <li>• Well-organized, tidy and trustworthy person, methodical in his/her approach to the office environment and financial management of the programme;</li> <li>• Able to work efficiently as a part of a team as well as independently</li> <li>• Able to work well under pressure and meet set deadlines</li> <li>• Good organizational, time management and prioritizing skills</li> <li>• Attention to detail in all areas of work</li> </ul>
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### Contracting Arrangements

The Finance Co-ordinator is a position in the PROKAS team that is contracted by the British Council through a consultancy contract.

### How to apply

Interested candidates should send their detailed professional CV with a cover letter highlighting their relevant experience to the [PROKAS.Jobs@britishcouncil.org](mailto:PROKAS.Jobs@britishcouncil.org)

Please mention “Finance Co-ordinator” in the subject line of your email.

No hard copies will be accepted as application and email doesn’t contain appropriate subject line and proper documents will not be considered.

Closing date: 20 February 2021

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