



Finance Support Officer- EC-CSO Project - Role profile

Location	Dhaka	Department	International
Reports to (Job Title)	Finance Manager	Salary Band	F low
Matrix manager (if applicable)	NA	<u>Competency level</u>	2

Role definition

Role purpose

The key purpose of this role is to ensure an effective accounting system in place and to introduce an efficient financial mechanism for the smooth operation of EC-funded projects. To be responsible for managing the financial aspect of the EC-funded project. The post holder will be responsible for ensuring efficient and accurate cash and bank books are maintained, monthly accounts and returns are produced on time, reports are extracted from the financial and administration systems to review the status of the budget and the adherence to financial policies and working with partner organisations to assist them in programme financial management. To also assist aspects of financial reporting, budgeting, auditing and compliance-related issues, in line with Christian Aid and institutional donors' procedures and policies. To improve the capacity of partner programme/finance staff to understand both Christian Aid's and institutional donors' financial policies and procedures. Liaison with partner office finance team and support to staff regarding financial capacity building through financial monitoring visits, training and technical support.

Key outcomes

- In collaboration with other colleagues ensure smooth payment process with the vendor, maintain books of records, support staff for their expenditure claim, and float maintain.
- Financial capacity building delivered to the logistics department includes procurement, reporting, compliance and how to deliver training.
- Ensure compliance with Christian Aid's and institutional donors' policies and procedures. Meeting the deadline for financial reporting requirements placed on them by Christian Aid.
- Meeting financial reporting requirements placed on them by institutional donors.
- Good relationships with vendors/supplier/service providers are maintained through positive communication.
- Ensure Income Tax and VAT deduction and deposit as per GoB rules.
- In collaboration with Finance Manager, perform partner financial monitoring visits to ensure the donor compliance
- Good relationships with internal and external stakeholders are maintained through positive communication.
- Smooth processing of payment to staff and vendors, quality accounting.

Role agility

Expected national travel per annum	Up to 40 days	On call/unsocial hours	Yes
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Expected international travel per annum No travel

Surge capacity for emergency responses Yes - could be required to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The key purpose of this role is to ensure an effective accounting system in place and to introduce an efficient financial mechanism for the smooth operation of financial transactions, reporting and budgeting of the EC-funded project of Christian Aid Bangladesh. Christian Aid (CA) has been working in Bangladesh since 1972. We are recognized for our work on emergency response programmes, climate change, disaster risk management, gender equality and human rights issues. Our emergency programmes promote access to just and equitable resources and support the creation of resilient and thriving livelihoods for disaster and crisis-affected communities. This role will support the program and Finance/logistic staff for ensuring effective response to all running as well as the upcoming programme of Dhaka Bangladesh as part of Christian Aid.

The role supports the making payment process, maintaining books of accounts, maintaining day-to-day finances, budgeting, financial monitoring visit and reporting to Finance Manager. This will include assisting the effective implementation of any relevant institutional donor programme and to provide capacity-building support to partners on financial accounting and management.

Role requirements

Relationships

External Participate in donor-sanctioned finance meetings and work closely with different stakeholders, External Auditor & local government

Internal The role is line managed by the Finance Manager. Close liaison with the country programme team, Coss Bazar team, Senior Programme Funding Officer, HR and Admin Manager and Administrator.

Decision making

Budgetary/savings responsibility This role is expected to work in close collaboration with Finance Manager, Programme Finance Officer and Programme Officers to deliver financial information to Christian Aid and/or donors. The role holder makes decisions around the necessary capacity building for partners with appropriate finance skills.

Analytical skills

Ability to assist to analyse financial data and relate it to donor requirements.

Developing self and others

Number of Direct reports 0		Overall people management responsibility 0	
Able to share knowledge and best practice across the organization. Capacity building of CA's staff in financial management. Practice as well as show willingness in continuous personal development.			
Role related checks			
Child protection clearance Not required Counter terrorism screening Not required			
Person specification			
Applied skills/knowledge and expertise			
Minimum Master's Degree in accounting/financial Management or MBA from any reputed university or any other related fields with at least 3-4 years experience working in humanitarian response with local and/or international partner organizations			
Essential			
<ul style="list-style-type: none">• Specialized knowledge of finance along with a Master of Commerce.• Knowledge of financial standards required by donors.• Knowledge of local financial standards and legal framework IAS, IFAS and BAS.• Experience in writing and reviewing financial reports.• Experience in creating and monitoring budgets and working with compliance regulations.• Considerable experience in dealing with treasury, maintaining books of accounts and payment.• Exposure to the spreadsheet and word processing packages.• Self-motivated, thorough and accuracy oriented.• 3-4 years of working experience in a similar post for an INGO.• Working Experience in Accounting software preferably SUN system			
Desirable			
<ul style="list-style-type: none">• Knowledge of institutional donor requirements. (EC, ECHO and UN agencies)• Knowledge of local partners/NGOs and development.• Advanced use of Excel.• Experience in Emergency Response• Experience in dealing with institutional donor fund accounting.• Experience in using computerized financial reporting tools.			
Digital/IT competencies required			
Word, Excel, PowerPoint	Advanced	Web content design & development	Basic
Internet based collaboration tools and video calling	Intermediate	Social Media	Intermediate
Data Visualisation	Basic		
DATE CREATED		22/02/2023	