

Programme Support Officer, USAID Host and Impacted Community Activity (HICRA)- Role profile

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

Role definition

Role purpose

The Programme Support Officer will be responsible for overseeing Financial and Operations support management for the USAID HICRA Project. This includes timely processing of all payments, preparing draft financial reports, and making on-time submissions to the stakeholders. This position will also assist internal and external audits, establish, and manage effective, transparent, and auditable processes and procedures, and work with the Finance Manager, Senior Finance Officer, and Finance Officer to enforce accounting controls and procedures that ensure a high level of financial integrity in the programme. Provide logistic support and ensure quality service is provided for all training events, workshops, and conferences organized. Perform all the procurement functions of the programme and ensure delivery of quality goods and services in time as per requirements of the programme through a competitive as well as transparent process ensuring best value for money in compliance with the USAID and CAID policy and procedures.

This position reports to the Finance Manager in regular coordination with the USAID Host and Impacted Community Activity (HICRA) project staff.

Key outcomes

Under the direct supervision of the Finance Manager, the Programme Support Officer will be responsible for the following tasks that include but are not limited to:

- Oversee the accounting and operations for USAID's HICRA Project and ensure that the financial records are accurate, timely, and compliant with Christian Aid and U.S. government rules and regulations.
- Assist the Finance Manager in the preparation of monthly financial projections, forecasts, accruals, budgets, and budget narratives.
- Prepare monthly bank reconciliations.
- Review and ensure updated Sun Accounting, including day-to-day encoding and generation of vouchers, and generate monthly reports and transaction lists and schedules.
- Ensure all the withholding taxes are deposited into the government treasury within the set deadlines.
- Ensure the submission of the VAT coupon report and taxation report to the relevant authority within the stipulated time.
- Assist HICRA project staff in the processing of timesheets and others relevant issues.
- Assist in managing vehicle operations and domestic travel arrangements, including air tickets, hotels, transport, and other logistics.
- Manage vehicle-related activities, including driver assignment, ensuring proper completion of vehicle logs, and processing vehicles and administrative-related invoices for submission to accounts.



- Provide logistic support and ensure quality service is provided for all training events, workshops, and conferences organized.
- Support operational and logistical aspects of program implementation in the field offices.
- Carry out the procurement tasks for goods and services, including obtaining vendor quotes, assisting staff in raising PRs, and drafting purchase orders and vendor agreements.
- Coordinate with technical team to draft scope of works with relevant requirements.
- Ensure the project database of service providers and vendors is updated regularly and maintain proper documentation of the whole procurement process from the beginning to the end and ensure their safe preservation and filing with highest degree of confidentiality and overall integrity.
- Ensure the completeness and accuracy of the project's inventory tracking system.
- Perform any other tasks as assigned by the supervisor and/or management from time to time.

Role agility

Expected national travel per annum

Up to 50 days

On call/unsocial hours Yes

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 requirements

Relationships

External: The role holder will have contact with partners, vendors and external auditors, Key Government offices and related departments. Other International and local NGOs operating in the country.

Internal: The role is line managed by the Finance Manager and will work closely with the country team and with the finance and compliance team in UK and the region. This role will have contact with colleagues in the country office, Regional Office, UK Office, local auditors, the internal audit team, international finance team and programme funding

Decision making

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

Analytical skills



Ability to apply logical thinking and common understanding to gathering and analysing information, designing and testing solutions of problems, but also carrying out some routine work. And analyses financial data and relates it to donor requirements. Ability to manage a wide range of complicated issues.

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

Police Check [Basic](#) Counter terrorism screening Required

Christian Aid is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct. All staff are required to adhere to Christian Aid's code of conduct and to promote high ethical standards in all that they do to ensure the protection of anyone coming into contact with the Charity

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 3-5 years' experience of working in humanitarian response with local and/international partner organizations

Essential

- A minimum of a bachelor's degree (master's preferred) in finance, accounting, management, or a relevant discipline from any recognizes university with no third division/class in any of the examinations.
- Minimum of three years related professional experience working with U.S. government- funded projects in Bangladesh.
- Proficiency in Excel, Word, PowerPoint

Desirable

- Demonstrated effective interpersonal skills, creative problem solving, conflict resolution, and ethical management skills.
- Proven experience conducting general administrative, logistic and human resource tasks.
- Ability to remain highly organized.
- Courage for multi-tasking ability to produce results individually or through teamwork within tight deadlines.
- Fluency in written and oral communication in English.
- Conduct himself/herself with integrity and function ethically.
- Must be collaborative and team oriented.
- Experience with Sun Accounting software or similar accounting software.



- Oversee and administer the full life cycle of the grant-making process- from start to finish, including design and issuance of Requests for Applications (RFAs), Request for Proposals (RFPs), shortlisting, evaluation/review of grant applications including Expression of Interest (LOIs), budgets, and full proposals, pre-award assessments, develop SRM Plan, negotiation, preparation of grant agreements, modifications, cost -share plan, grant disbursement, sub-recipient monitoring, and closeout.

DATE CREATED

01/08/2024

