**FINANCE COORDINATOR**

**Cox’s Bazar response programmes**

**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern Worldwide, Bangladesh has been implementing Emergency Rohingya Response Projects with the funding from different donors, most of which are short term projects.

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| **Job Title:** | **Finance Coordinator** |
| **Job Location:** | Ukhiya, Cox’s Bazar |
| **Management Reports to:** | Field Finance Manager (FFM) |
| **Technical Reporting to** | N/A |
| **Supervisee** | Finance and Accounts Specialist |
| **Contract details:** | 01 March 2024 to 28 February 2026 |
| **Current Contract period** | New Position |

**Job purpose:** The Finance Coordinator will support Field Finance Manager to manage the finance department activities. S/he will provide necessary technical support, advice and take part in decision making for effective financial management of the Concern Worldwide Bangladesh Cox’s Bazar Programme. S/he will ensure that the Concern Worldwide financial policies and procedures are implemented in a standardised and consistent manner. FC will have to work closely with FFM so that he/she can provide necessary cover for FFM as required. S/he will enable supportive cash and banking service to staff, suppliers, partners, donors and others, including reporting to CO Dhaka and government. He/she will also be responsible for ensuring consistent, transparent and realistic budgeting, audit management, fixed assets management and NGOAB Financial Management. This position is will be dealing with feedback from budget holders, colleagues, internal and external auditors and CO Finance team that are the main means of assessing performance.

**Main duties & responsibilities:**

**Financial Management**

* Checking the bill, voucher and ensure the correct accounting record and payment of the field office following Concern guideline.
* Ensuring the float management, cash management, cash counting daily basis following Concern’s guideline.
* Ensuring cash book, bank book, bank reconciliation, cheque register and understanding about the coding system and accounting record keeping system of Concern.
* Ensuring cash and cheque payments and receipts are made in a timely way, with complete and accurate documentation and in such a way as to provide professional and friendly customer service.
* Ensuring cash boxes and bank accounts are managed with integrity, reconciled in a timely way and any differences are resolved satisfactorily, this may also include ensuring cash is independently and regularly counted and verified.
* Ensuring adequate funds are available in cash boxes and bank accounts for Head office, field offices and partners in time to support smooth implementation of programme activities.
* Ensuring the safety and security, insurance of the assets, cash and other financial instrument.
* Checking all third party agreements with Concern and advice management in time and to ensure payment timely so that relationship is not damaged.
* Ensuring proper banking management system and maintain relationship with respective bank for field office to get the support in time. Reviewing and monitoring use of banking facilities in the field and identifying recommendations for any improvements which can ensure efficient banking services for the organisation.
* Ensuring the proper delegation of authority, bank signatory and internal control in terms of approval of the bill voucher, banking transaction etc.
* Establishing a financial monitoring system for the filed office and at project locations to ensure the internal control over financial management.
* Ensuring the proper data protection policy adopted by Concern for the management of field financial transaction and record keeping
* Sharing and updating FFM about the financial management on regular basis so that FFM can take effective decision on this.
* Ensuring Implementation of the agreed action on monitoring report and audit observation as per specific timeline.

**Budget Management**

* Preparing the annual budget for field office admin, transport and staff and respective projects in consultation with the programme team and finance team.
* Provide necessary training to programme team and finance team about the budget preparation and budget management following Concern systems and procedure.
* Assisting Programme Managers and Field Finance Manager about the budget preparation of the respective project as per Concern system.
* Participation in kick off meeting for the new projects and timely review meeting minutes for the grants with the budget holders. Keep the meeting minutes on the grant file
* Provide support to FFM to review the donor budget for the implementation of the project at the field office and finalize the budget and submit the Dhaka Office
* Update the Chart of Accounts for the organization and keep liaison with the grants team and field team
* Assisting FFM to prepare the donor report for the respective projects and follow the timeline properly.
* Collate feedback on management account from budget holders, take necessary steps considering the feedback, and keep its record for incorporation of this in future planning/budgeting.
* Ensuring submit field office cash book, bank book, and Tax/VAT information to Dhaka Country Office on monthly basis.
* Ensuring feedback from budget holders, have the feedback included in accounts through relevant departments (financial accounting, partnership teams, etc.).
* Working closely with the Treasury and Accounts Manager and Grants and Partnership Manager of Country Office to have proper understanding about the management accounting.
* Preparing various analytical report for the field office and share with the field management team and FFM so that it is helpful for decision-making.
* Monitoring the project areas and ensure effective system of compliance and monitoring
* Work with colleagues in Country Office and field office to respond promptly to resolve any queries or questions.

**Government Compliance and Internal Control**

* Develop SOP for the DIK distribution and other areas where there is no specific guideline.
* Ensuring depth and up to date knowledge on existing financial and other policies affecting financial transactions for explaining the policies accurately.
* Orient staff to improve understanding and implementation of financial policy in all level through organizing workshop or meeting.
* Assist Program Manager and FFM to develop budget (FD-6 & FD-7) for NGOAB in efficient and effective way in consultation with the field team and grants team
* Ensure the correct mapping of the NGOAB budget and Donor Budget
* Maintain all FD-6 and FD-7 and all communication with NGOAB in respective file
* Provide audit support for each project of FD-6 and FD-7 to complete the report timely
* Finalize the FD-4 report with auditor in time to avoid any further delays of NGOAB fund clearance
* Prepare the NGOAB fund analysis for each FD-6 and FD-7 and give advance information to FFM and Director-Cox’s Bazar Programme.
* Keep liaison with the Government Compliance Advisor/ Emergency Programme Relations Manager to ensure the NGOAB Compliance
* Prepare the FD-6/7 from the donor budget and mapping the NGOAB budget with Donor Budget.
* Closely work with Country office Finance Team to ensure the timely release of the fund as per approval of NGOAB and communicate with the respective person to get the fund clearance letter and project approval of NGOAB. Also prepare the NGOAB required explanation and statement
* Ensure NGOAB guideline for incurring expenditure for the field office.
* Ensuring Implementation of all agreed audit findings and any new development according to the desired timeframe
* Ensuring all payments comply with all relevant policies, taxations rules etc. and all payments are reviewed and processed accordingly.
* Ensure all the documentation, which is required for the field office as per direction of NGOAB and other government instruction.
* Taking the initiative to identify improvement areas of financial policies and procedures through meetings, field trips, or other

**Financial Record and Audit Management**

* Ensuring efficient and timely consolidation of monthly field office timely positing to the accounting system based on authority documentary supporting evidence.
* Ensuring complete audit trail for each financial transactions, allocation, reallocations etc. and comprehensive filing system for all transactions
* Assist country management to complete the external audits of respective project. Plan and coordinate external/donor/internal/inter-office reviews so that final signed accounts and reports are provided to relevant stakeholders as per agreed timelines.
* Initiate and implement actions necessary to correct weaknesses as reported in internal and external/internal audit report(s).
* Ensuring efficient and timely consolidation of monthly field office timely positing to the accounting system based on authority documentary supporting evidence..
* Ensuring timely closing for month and year end closing following guideline issued by Country Office
* Ensure accurate expenses allocation to donors following donor funding conditions, guidelines, period and currency, as well as other factors.
* Communicating to the team a clear and exciting vision for the work of Concern and the role of the Finance team in supporting the organisation with financial resources.
* Ensure to implement the agreed audit and monitoring follow up

**Resource Mobilization and Management**

* Communicating to the team a clear and exciting vision for the work of Concern and the role of the Finance team in supporting the organisation with financial resources.
* Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of the success criteria which pertain to their work.
* Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment.
* Monitoring and reviewing performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified; giving corrective feedback where required and taking decisive action in the case of poor performance.
* Ensuring that staff are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience.
* Participating actively in team planning and other meetings, working to set common objectives and goals and striving to ensure these are successfully achieved.
* Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organisation.
* As a member of the field based team to work collaboratively with other teams, departments, units and programmes to ensure best practices are understood, captured, documented and disseminated.

**Other**

* Document all lessons learned on an on-going basis.
* Be active and involved in meetings and contribute to the decision making process.
* Any other duties as specified by the Field Finance Manager and Director-CXB Program.
* Ensuring the CRM is implemented within the project(s) and is being followed up.
* Learn from experience through monitoring and evaluation so as to continually improve the programme quality.
* Promote and ensure compliance with the requirements of Concern’s HR policies, Concern’s Code of Conduct and its associated policies and Core Humanitarians Standards to ensure maximum protection to programme beneficiaries
* Work with Finance Department, Admin and HR to meet Concern’s compliance and requirement
* Support finance team without compromising donors compliances and requirements as and when required

**Accountability:**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* Master in Accounting/ Finance/Business Studies and CA Course completed with professional Accounting qualification is preferable.
* At least 5 years’ experience including 2 years mid-senior level experience in a finance/accounting role with an INGO/NGO.
* Knowledge of the operational and compliance requirements of Rohingya Response or Emergency Projects will be considered added advantage
* Experience of management supporting /monitoring /capacity building NGOs
* Proven experience of developing and facilitating training workshops for finance and non-finance people.
* Effective organisation and analytical skills.
* Strong coordination, negotiation and communication skills.
* Proven record of meeting demanding deadlines.
* Computer literacy, particularly in Microsoft Office programmes such as Word and Excel as well accounting packages & other database competencies
* Excellent written and spoken English

**Desirable:**

* Previous experience of financial management in a Field Office
* Audit experience with international NGOs or contractors.
* Experience to lead the team and to work with various stakeholders
* Knowledge of current relevant taxation laws.
* Good understanding on internal control process.
* Good understanding of work in the emergency programme.

**Key competencies:**

* Strong leadership and people management
* Excellent communication and presentation skills
* Ability to manage change effectively
* Excellent negotiation skills
* Flexibility, reliability, cultural sensitivity, resilience and resourcefulness
* Excellent computer and internet skills

***Concern Code of Conduct and its Associated Policies***

*Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.*

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |