**Finance Officer Accounts Payable & Bank**

**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

Concern Worldwide is an 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 started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations NGOs), Civil Society Organizations (CSOs), different government departments, Local Government Institutes (LGIs) the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Finance Officer - Accounts Payable & Bank** |
| **Job Location:** | Head Office, Dhaka |
| **Reports to:** | Treasury Accounts Manager |
| **Staff Coordination** | Finance Officer (s) |
| **Contract details:** | Short term Contract up to 09 months with possibility for further extension up to 01 year. |

**Job purpose:**

The Finance Officer - Accounts Payable & Bank and bank is responsible for managing organisation’s accounts payable process which includes making payments of operational expenditures, recording and tracking invoices, ensuring adequate funds are available in all accounts and that all payments to staff, suppliers and partners are made on time, complying with all financial policies, control mechanisms and taxation rules and ensuring efficient and timely consolidation of monthly head office and field based financial data and timely posting to the accounting system, this includes ensuring accuracy of financial data from all offices, transparent consolidation and proper financial legal compliance for the organisation.

**Main duties & responsibilities:**

* Prepare bank payments and ensure that all payments are processed according to the Concern worldwide Overseas Finance Reference Manual.
* Maintain Bank books, including PF and Gratuity bank book and other books of accounts as per financial manual
* Ensure that all staff understand the payment procedures, timing, templates and required documentation and are confident about respective responsibilities in finance etc.
* Follow up and ensure all payments and receipts are made in a timely way, with complete and accurate documentation, in such a way as to provide professional and friendly customer service and enable smooth programme implementations.
* Check and ensure documentation for the payment requests submitted to finance has all relevant papers attached, with proper approval and accurate coding and are properly justified.
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* Review effectively all payment documentation to ensure full compliance with Concern’s policies and practices, delegation of authority, standard best practices, donor requirements, GOB taxation and other regulations including deposits of Tax/VAT deducted at source within the required time.
* Support to accurate posting of accounting software in the system
* Ensure that all books of accounts in all offices are professionally produced, managed with integrity, accurately and timely updated and thoroughly reviewed and reconciled and any differences are resolved satisfactorily.
* To ensure efficient and timely consolidation of monthly head office and field based financial data and timely posting to the accounting system based on authorized documentary supporting evidence.
* Manage creditors’ ledgers, accrual listing, advance registers and international staffs’ personal accounts efficiently and accurately.
* Ensuring effective and efficient support is provided to other departments –HR, Admin and other logistics, departments, field office for effective financial operation implementation.
* To ensure adequate funds are available in all accounts for head office, field offices and partners and professional management of all bank accounts of the organisation, including mandates, signatories and other legal formalities to support smooth implementation of programme activities
* Support in Audit assignment of various Donors
* Liaison with Bank focal person for payment related matters
* 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.

**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:**

* Post-Graduate/Graduate qualification in Accounting, Business or Finance, Management and with CA, CC or equivalent from a recognised professional accounting qualification
* Excellent understanding of internal control processes.
* Audit experience
* Strong coordination, negotiation and communication skills.
* Computer literacy, particularly in Microsoft Office programmes such as Word and Excel as well accounting packages & other database competencies.
* Excellent written and spoken English.

**Essential competencies:**

* Strong Communication Skills ,English and Bangla
* Excellent Excel software Skill
* Understanding of Taxation and Govt. rules regulation

***Safeguarding at 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. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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