

Job Title:	Country Financial Controller
Reports to:	Country Director
Terms:	Fixed Term contract for five years, Full time and office based localised position.
Location:	Head Office, Dhaka, Bangladesh
Salary:	GB 7.1 (BDT 298,171)
About Concern:	<p>Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.</p> <p>Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.</p> <p>Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.</p>
Role Purpose:	<p>You will be responsible for managing all aspects of the finance function of the Concern Worldwide Bangladesh programme to achieve our objectives in line with Concern Worldwide policies, procedures and standards. You are a member of the Country Management Team (CMT) and will provide leadership in the development and management of all programmes in accordance with organizational policies and the Country Strategic Plan.</p>

Responsibilities:

Financial Systems and Controls

- Ensure that country financial management systems and records are adequate in order to identify and protect the assets and interest of the organization.
- Ensure that the systems and procedures in place enhance, as far as possible, the efficiency and effectiveness of the manner in which assets are utilized.
- Maintaining and monitoring an effective and efficient system of internal controls (i.e. ledger, cashbooks, balance sheet reconciliations, cash and bank management etc.) which comply with Concern Worldwide's financial guidelines and minimise the risk of fraud or misappropriation.
- Ensuring financial systems of the country programme are operating in line with standard Concern procedures and they meet the monitoring and reporting requirements of the Country Management Team, Donors and National Authorities
- Ensure that the country financial operations comply with legal and statutory requirements e.g. audit and financial reporting to all relevant national authorities.
- Facilitate internal, external and donor audits and associated reviews of field systems
- Ensure that all statutory deductions & taxes in respect of national staff are complied with & to liaise with relevant authorities in this respect.
- Support the Operations Director in ensuring there is a complete record of capital assets and that they are adequately safeguarded

- Assist Country Director to update the delegation of authority document in line with fundamental changes (New project/ closed project/ staff structure/emergency response/ etc.)
- Organising and supporting financial assessments, reviews, monitoring and training of local partner organisations with the aim of building their capacity;
- Undertaking regular field visits to assess the financial systems in place & implement improvements wherever needed
- Closely monitor all financial activities, and keep the CD/CMT advised of all situations that have the potential for a negative impact on internal controls or financial management performance.
- Ensure that the global accounting package (Microsoft Great Plains) is maintained in a proper manner, and utilized in an appropriate and effective manner

Budgeting and Financial Reporting

- Assist the CD and budget-holders in preparing budgets and revisions in line with strategic plans organisational objectives and Concern's Head Office submission timelines. This involves supporting, facilitating and consolidating the financial budgets.
- Ensure proper recording of income and expenditure to comply with Concern and donor regulations.
- Producing monthly management accounts (budget vs. actual) and working with the programme teams and department managers to take corrective action following their review of their expenditure reports (management accounts)
- Overseeing the accurate preparation of financial reports and ensuring both organisational and donor requirements are met within agreed timeframes
- Overseeing the process of for new project/programme budgets and reviews
- Maintaining a donor financial management system in order to optimize funding and to ensure efficient and accurate reporting to donors, including donor compliance
- Ensuring timely and accurate preparation of financial reports for Concern's Head Office (Financial Reporting Pack (i.e. FRP)
- Ensure all balance sheet items are reconciled on a timely basis, in accordance with Concern Worldwide policies & procedures
- Finalise year-end accounts for the external auditors and provide any ad-hoc finance reports for Concern's Head Office

Staff Management and Capacity Building

- Providing leadership and direction for the in-country Finance Team
- Develop a second layer of staff who can fill the gap whenever any position is vacant in the finance team
- Undertake specific training and capacity building for the finance team to ensure that staff efficiently perform their roles and responsibilities and are able to grow into roles, which are more senior.
- Providing training and support to finance and non-finance staff regarding Concern's financial procedures and internal controls
- Undertake financial training of budget-holders, to assist them in enforcing financial controls and making decisions based on financial reports.
- Ensuring Concern's values and policy commitments, including accountability and equality, are reflected in the work of the Finance Team/Department.
- Ensure that Job Descriptions of field finance are up to date
- Ensure that PDRs are completed for all country finance staff at least annually

Donor Management

- With the support of the finance team, keep up to date with donor regulations and ensure that all controls are in place to meet donor compliance.
- Ensure that necessary donor reporting deadlines are met

- Ensure accurate donor reporting i.e. that donor reports tie back to the general ledger from GP, casting is checked, correct use of exchange rates, correct management/application of donor budget flexibility, accurate management and reporting of co-finance, and use of correct/approved donor budgets.
- Ensure staff positions are mapped to donor funding, ensuring that gaps are identified and included in future donor proposals, with decisions made on eliminating positions if there isn't sufficient funding for the role in consultation with CMT
- Ensure all relevant donor guidelines, policies, proposals, periodic reports and other communications are readily available, categorized by grant, and documented in soft and hard copy filing
- Review of prepared donor budgets

Leadership and Strategic support

- Contribute to the development of the country's strategic direction and to the overall leadership of the country programme
- Assist in the development and implementation of the Country's Strategic Plan
- Keeping the CMT up to date on finance related issues and risks at a country level for instance changes in government policies on taxation, inflation, management of currency exchange etc.
- Provide financial analysis where necessary especially on maximizing available funds and advice to CMT.
- Accepting, advancing and pursuing any new objectives or responsibilities that may be assigned by the Country Director including transfer of existing duties and/or re-assignment to other responsibilities should the organisation so require
- Ensuring Concern's values and policy commitments, including accountability and equality, are reflected in the work of the Finance Team/Department.
- Playing a lead coordination/ leadership role in the in-country NGO and consortia finance fora.

NGOAB Financial Management and other government compliance

- Review and approve the FD-6 and FD-7 budget in consultation with the field team and grants team
- Ensure all FD-6 and FD-7 and communication with NGOAB in respective file
- Provide audit support for each project of FD-6 and FD-7 to complete the report timely
- Review and Finalize the FD-4 report with auditor in time to avoid any further delays of NGOAB fund clearance
- Review the NGOAB fund analysis for each FD-6 and FD-7 and give advance information to CD.
- Review the analysis for international staff related to NGOAB compliance
- Keep liaison with the Government Compliance Advisor and other Directors to ensure the NGOAB Compliance
- Review the FD-6/7 from the donor budget and mapping the NGOAB budget with Donor Budget.
- Ensuring 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 finalize the NGOAB required explanation and statement.
- Ensure all legal compliance for the provident fund and gratuity fund and financial reporting authority in Bangladesh

Partnership Management:

- Assign focal person (s) from finance department to closely work with Concern's programme teams and partners to perform finance specific requirement including contribute in partnership assessments (CILPATs), support plans and joint monitoring visits
- Lead capacity development of partners based on the findings from initial financial assessment of partners as well as regular capacity need assessments / finance monitoring visits
- Ensure timely disbursement and liquidation of funds to Concern's partners after thorough review of finance reports and donor & legal compliances
- Be proactive to flag potential concerns / risks to CD and other internal stakeholders with regards to partners' finance management

Other Duties

- Review and establish an effective monitoring system for the donations in Kind (DIK) so that all items received from donor as DIK and distributed to beneficiaries are properly recorded and reconciled with a clear audit trail.
- Implement the finance systems related feedback provided by Regional Accountant or internal auditors.
- Implement the finance systems related updates as required based on instruction from HQ or feedback provided by Regional Accountant or internal auditors.
- Liaise continuously with Regional Accountant in respect to issues arising at country level and to implementation of policy changes from HQ.
- Provide other financial information required by HQ e.g. in-country income, FX reporting, information on proposals for use of new bank, ad hoc information requirements etc.
- Lead in the development of SOPs in finance related areas, working with relevant HQ staff e.g. in relation to Cash Transfer Programming.
- Any other finance-related tasks as assigned by the Country director or HQ

Concern Code of Conduct and Associated Policies

- Ensure adherence to the Concern Code of Conduct and Associated Policies
- Ensure finance staff understanding and adhere to the Concern Code of Conduct and Associated Policies
- Ensure the Core Humanitarian Standards (CHS) are understood by finance staff

Confidentiality

- Ensure the non-disclosure of any information whatsoever acquired in the course of duty, relating to the practices and business of Concern Worldwide, to any other person or Organization without authority, except in normal execution of the above duties
- Ensure strict guardianship and security of financial data and documents at all times, including secure storage, accurate & complete filing and limiting access to the finance office to authorised personnel only

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.
- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

Essential:

- Accountancy Qualification (e.g. CPA, ACA, ACCA)
- Minimum 08 years of professional work experience of which at least 03 years in a senior finance management position within an international development / humanitarian organization/INGO in a similar role.
- Understanding and demonstrated experience of managing relevant GoB compliances for INGOs in Bangladesh including but not limited to FD6, FD7, VAT, taxes etc.
- Experience in developing staff and partners' capacity both on technical and management aspects
- Experience managing large and multi donor (especially EU/ECHO, UN, USG etc.) programme budgets
- Must be fully fluent in English

We would also like:

- Knowledge of development issues and concepts.
- Academic background of or strong practical experience in macro-economic and/or fiscal policy.
- Ability to work under pressure to meet tight deadlines
- A good understanding of computer applications i.e. Microsoft word, Excel, communications systems and basic trouble shooting skills.
- Experience working with local, national and international organisations
- Cross cultural awareness and sensitivity
- Empathy with Concern's goals and a commitment to capacity building, protection and participation
- Good communication, negotiation and training / capacity building skills
- Proven organization, planning and management skills
- Ability to work on own initiative and lead diverse teams
- Flexible and adaptable to a changing environment

Competencies:

As this is a key leadership position, potential candidates are expected to demonstrate significant ability in the following areas:

Focusing on the most marginalised people	Communicating and influencing
Managing risk	Leading change
Making decisions	Driving performance
Leading by example	Removing barriers to delivery
Motivating and developing	

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](#). 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 organisations, 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 their work, 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 adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.

<i>Line Manager's name</i>	<i>Signature</i> <i>Date</i>
<i>Employee's name</i>	<i>Signature</i>

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Date