

Terms of Reference

Title: Finance and Administration Coordinator

Overall function: The Finance and Administration Manager is an important part of the **Strengthening and Informative Migration System-SIMS** project team. Under the supervision of Team Leader and backstopping support of Head of Finance and Services in dealing with Finance and Administration. The Manager is responsible for the financial management and personnel administration activities of the SIMS project. Besides financial transactions, accounting, and reporting, the Finance and Administration Manager shall maintain book keeping and recording of staff Gratuity Fund and the Provident Fund. He/she supervises the administrative functions, including logistics management, vehicles management and IT support. He /She coordinate and ensure NGO Affairs Bureau applications, approval, audit reports and clearances of the project. The Finance and Administration Manager shall work in close collaboration with all other staff members within the project, Program Directorate and other projects particular in the Financial Management, Logistics /vehicles pool management and Services.

Reporting to: Team Leader, SIMS, HELNETAS Swiss Intercooperation Bangladesh

Duty Station: Country Office of HELNETAS Swiss Intercooperation Bangladesh, Dhaka

Key Responsibilities

A. Finance Programme Directorate

- Establish and ensure standard financial management and accounting processes at /within SIMS team
- Ensure compliance of SIMS financial operation and management with financial policies & procedures
- Carry out and record daily financial transactions of SIMS in BANANA accounting software, and prepare and submit monthly financial reports to Head of Finance and Services
- Maintain SIMS bank accounts, verify accounts status and reconcile bank statements
- Prepare and submit monthly financial reports of SIMS and submit to Head of Finance and Services
- Monitor regularly the SIMS expenses to determine expenditure trends and keep cost lines within the approved budget
- Make the invoicing of SIMS to other projects and liaise with the projects regarding settlement of financial matters
- Prepare SIMS staff's monthly salary and allowances and other payments and ensure timeliness of payments
- Manage the day to day operations and transactions of the staff Gratuity and Provident Fund
- Support and coordinate with the auditors to carry the audits of SIMS financial operations

- Support to PNGOs for capacity building through orientation, training, visiting, monitoring and internal audit
- To play a coordinating role and gather reports from PNGOs with a quality reports
- Facilitate the auditor and PNGOs for conducting external audits

B. Regulatory

- Provide support to projects and PD administration in preparing NGO Affairs Bureau related documents, including replies to queries of NGOAB, and facilitate/coordinate/follow-up to get project approval/audit approval and clearances from Government/NGOAB
- Ensure VAT and Tax compliance for SIMS in case of staff benefits and procurement of goods and services and in other areas as applicable.

C. Administration & IT Services

- Rendering services and ensure the functions of Administrative, Logistics and IT support and other support staff (driver and peon)
- Rendering services in Human Resources and Personnel management including recruitment support, contract preparation, updating of personnel files, maintaining leave/sick leave records, processing social insurance issues, obtaining visa and work permits /travel permissions, managing fixed asset inventories, etc.
- Rendering services and ensure logistic / vehicle support for SIMS staff on the regular /routine field visit
- Ensure IT support for SIMS project staff through the central IT Officer
- To extend support in identification of service providers/vendors, negotiation and procurement
- Ensure continuous insurance coverage of staff members and assets
- Inform and update SIMS personnel on staff regulations, services rules, administrative procedures and social insurances

Competence Profile

- Master degree in Accountancy/Chartered Accountancy (course completed)
- Minimum 6 years of experience in the relevant job and at least 3 year working experience with international NGO
- Skills in operation and use of MS Office (Excel, Word, Power Point) and internationally acceptable accounting software
- Strong background in financial management of donor funded programs and knowledge of international accounting standards
- Experience of working with inter/multi-national agencies, and in-depth knowledge of NGO accounting, donor requirements and tendering process
- Thorough knowledge of provisions under national applicable laws
- Familiarity with various institutional requirements for possible statutory compliances
- Good organizational and team management skills, ability to motivate and train staff members, and to delegate tasks
- Good and active team member, with independence and well-structured mode of operation showing good judgement in recognising and setting priorities