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| **Position: Coordinator - Grants Finance** (Finance Associate III) |
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| **Organizational Information** |
| Reports to: Direct Reports:Unit:Location:Eligible for overtime: | Finance & Admin Manager – III0 [x]  1-2 [ ]  3-5 [ ]  6-10 [ ]  11+ [ ]  Programs Bangladesh - Country OfficesNo |

# Job Summary

The Coordinator - Grants Finance will be responsible for budgeting, sub-recipient fund disbursement & expenditure monitoring and periodical donor reporting. Additional responsibilities will include preparation of financial reports for annual audit, FD4 and FD7 reporting to comply with NGOAB reporting requirement.

The Coordinator - Grants Finance is also responsible for general accounting, processing of financial documents, entering data into financial software Workday and assisting in preparation of timely and accurate other financial statements and reports.

# Key Responsibilities

1. **Budgeting**
* Assist country team on the development, review and finalization of country annual budget and grants project budget and budget for proposal in appropriate donor and Ipas budget template
* Work closely with the Finance Team to provide financial management support to the country offices including forecasting, monitoring project and annual budgets against programmatic scopes of work.
* Review monthly budget variance reports and general ledger reports to ensure that items are being charged to the correct programs and grants/contracts. Prepares correcting journal entries as required.
* Keep close monitoring of budget spending, prepare monthly budget vs actual report of all projects and share with the Project Managers/point persons.
1. **Financial Management, Analysis and Reporting**
* Prepare Ipas Bangladesh financial statement, project specific financial statement for donor reporting and annual audit and facilitate annual audit. Produce routine and ad-hoc financial reports, project status updates, cash forecasts, and other data and spending analyses. Keep close monitoring of budget vs actual expenditure by project and initiate budget modification if required
* Review subcontractors’ invoices, establish their fund accountability statements, work closely with respective subcontractors to timely resolve issues and risks associated with questioned costs and update project management team on relevant issues and proposed solutions; keeping them informed of significant developments and/or risks.
1. **Grants Management & Reporting**
* Prepare accurate and timely financial reports on grants for donors and for internal management purposes; Ensure compliance of grants with Ipas, donor and government policies/procedures.
* Assist in monitoring spending/run rate against grants and awards on a monthly basis and provide information to program leads to adjust spending accordingly
* Visit partner NGOs on quarterly basis, monitor PNGO financial management and submit visit report with findings and recommendations. Support PNG finance and grants personals for building capacity to ensure Ipas’s and donors’ compliance in fund management; Review invoices and process requests for payments to partner NGOS ensuring that agreements, fund requests and other documents are properly completed and submitted
* Prepare sub-grants agreement with partner NGOs in Ipas contract template as per approved budget and assist program team in selecting partner NGO through completing due diligence process in Ipas template
1. **Other Responsibilities**
* Prepare annual FD4, FD7 and other report in compliance with NGOAB compliance and submit to auditors
* Manages relationships with external entities including donor and partner NGOs
* Perform any other duties as assigned by the supervisor
1. **Audit:**
* Prepare schedules and other financial reports/statement for annual audit and make ready in time for review.

# **Qualifications and Experience**

* Degree in Finance or Accounting or its equivalent.
* Accounting qualifications – part qualified CA or ACCA is preferable
* 5 Years work experience with an INGO in Grants Finance Unit
* Experience of institutional donor financial reporting e.g. FCDO, UNFPA, GAC etc.
* Proficient in grants project budgeting for different donors.
* Experience in NGO Affairs Bureau reporting and knowledge about relevant government financial rules and regulations
* Must have the ability to work in a fast-paced environment with strict deadlines and be able to manage multiple priorities.

# **Salary & Benefit**

Ipas Bangladesh will offer an annual salary of BDT 1,080,000– 1,156,000 and other benefits as per organizational policies. Benefit includes:

* Provident Fund
* Festival Bonus
* Gratuity
* Health coverage, including spouse and children
* Life Insurance
* Professional development opportunities

**How to Apply**
Interested and qualified candidates should submit their CV/Resume including at least two professional references, as well as a Cover Letter stating the suitability for the position in Ipas Job portal by clicking  [Ipas BD jobs](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/job/Bangladesh-Dhaka/Coordinator---Grants-Finance--Finance-Associate-III-_R508)