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| **Position: Finance Associate II, Improving SRHR in Dhaka Project, Ipas Bangladesh** | |
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| **Organizational Information** | |
| Reports to:  Direct Reports:  Unit:  Location: | Grants Finance Specialist  0  1-2  3-5  6-10  11+  Finance & Administration  Country Office, Dhaka, Bangladesh |

# Job Summary

Ipas works globally since 1973 with a mission to improve women and girls sexual and reproductive health and rights through enhanced access to and use of abortion and contraceptive care. In Bangladesh Ipas is working in close collaboration of Ministry of Health & Family Welfare and its directorates since 2011 to improve availability, access to and utilization of high quality SRHR services particularly MR, PAC and FP services throughout the country and in humanitarian settings.

Ipas Bangladesh is implementing a project funded by Global Affairs Canada through HealthBridge Foundation in Canada titled ‘Improving Sexual and Reproductive Health and Rights in Dhaka’ to improve availability and access of quality SRHR services particularly family planning, MR and Post-abortion care (PAC) services for poor and ultra-poor women and adolescents living urban areas of greater Dhaka. The project will also work to reduce SGBV by creating awareness among city dwellers. To ensure uninterrupted SRHR services during any public health emergency including COVID-19 pandemic, the project will also work for emergency preparedness and responses. The five-year project will be implemented from now till March 2026 in collaborate with city corporations’ health authorities and their health programs, DGFP and DGHS, BGMEA and other stakeholders and partners (OGSB, BAPSA, RHSTEP & SERAC Bangladesh).

Key Role:

The Finance Associate II will support the management of the finance and accounting functions for the country program. In addition to maintaining all financial files in good order, s/he will be responsible about implementing finance systems and protocols, review and entries, account reconciliations, produce regular reports on the status of bank account balances and cumulative expenditures. The Finance Associate II will oversee the audit process and will ensure the compliance of financial and tax reporting with the GoB rules, as well as ensuring the compliance of procurement with donors.

Key Responsibilities:

**Payment Processing:**

* Scrutinize all vendor bills/invoices as per Ipas SOP and Global Affairs Canada Financial Management Policy as well, ensure mathematical accuracy and necessary deduction as per statutory rules and prepare voucher package for payment.
* Ensure timely payment to vendors and make required communications.
* Review advance requests and disburse fund in timely manner.
* Support program staff in review of account coding and budgeting of different program events.
* Coordinate and support Program, Finance & Admin team in planning, programmatic, financial management and accounting support for the country program.
* File all accounting and voucher related documents as required.

**Workday (Finance Software) Entry/Accounting:**

* Make entry of all transactions in Workday, bank register and advance register.
* Enter budget and periodical revision in Planner.

**Reporting and PNGO Monitoring:**

* Prepare monthly budget vs actual report immediately after month end and share with Finance & Administration Manager and Program Manager and place to the management required by donor or program team.
* Visit partner office, prepare financial monitoring reports, audit action list and follow up reports. Checking and adjusting advances and review expenditure reports and adjustment statement.
* Assist in preparation of FD6, FD7, FD2 for NGO Bureau permission for Fund release.
* Any other duty as may be assigned by the Supervisor.

**Compliance:**

* Prepare Monthly Bank Reconciliation both manually and in finance software.
* Prepare monthly balance sheet reconciliation in finance software.
* Prepare treasury challan for taxes/VAT withheld; ensure accurate and timely deposit and keep proper records.
* Review all vouchers/invoices as per Ipas and Global Affair Canada financial management policy and upload the documents in cloud-based site.
* Support Ipas to oversee all internal and external audits including ensuring that all financial records and backup documentation are ready and available.

Qualifications and Experience

* Master's Degree in Accounting, Finance or Chartered Accountancy Course complete.
* At least 3 years minimum work experience with NGO/INGO
* Experience in quality financial reporting as per institutional donor template i.e. GAC, FCDO, UNFPA etc.
* Advance skill in MS Word, Excel, and Power point
* Good skill in accounting software
* Good communication skills, both written and spoken, in both English and Bangla

# Salary & Benefit

Annual gross salary BDT **882,912** and other benefits include:

* 10% Contributory Provident Fund
* Festival Bonus, equivalent to one month’s gross salary per year
* Gratuity, equivalent to one month's gross salary based on the last gross pay for every completed year of service
* Health insurance coverage, including spouse
* Life Insurance
* Professional development opportunities

IPAS Bangladesh will seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to IPAS Bangladesh requesting the information specified above.

**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/details/Project-Associate---Finance---Administration_R655?locations=eb47465604b101db6e3bde1eb800dc08). “**Females are strongly encouraged to apply”**