

Manusher Jonno Foundation

Job Description

Job Title : Assistant Manager-Accounts
Department : Accounts
Supervising Title : Coordinator-Accounts
Current Grade : 6

Manusher Jonno Foundation (MJF) is one of the largest national grant making organisations in Bangladesh disbursing funds and capacity building support for human rights and governance work within the country. With massive experiences of handling partnership with more than 400 PNGOs for the last 20 years, MJF has been striving to build capacities of poor and marginalized people in Bangladesh to demand basic services and raise voices against rights violations. MJF also works with public institutions to ensure their responsiveness towards marginalized people. Policy advocacy is another feature of MJF's work and it has been directly involved in some of the most progressive and pro-poor laws and policies enacted over the last 10 years in Bangladesh.

Established in 2002 as a non-government and non-profit organization, MJF is dedicated to mainstreaming gender and disability in its operation within the country in terms of participation, capacity and programmatic focus.

Job Summary:

The main responsibility of Assistant Manager - Accounts is to maintain the financial transactions, ensure the financial controls and generate financial reports. The Assistant Manager - Accounts will assist the Coordinator-Accounts in day to day financial control through maintaining, recording and timely reporting of fund disposal of the foundation. S/he will prepare vouchers and accounts update the registers, treasury deposits and other accounting functions related to the project. S/he himself /herself has to entry and monitor financial information systems through operating the Accounting Software.

Details responsibilities of Assistant Manager - Accounts as follows:

Sl.#	Responsibilities	Tasks
1	Stewardship	S/he will look after the financial transactions of the below-mentioned projects (not limited to): <ul style="list-style-type: none"> ▪ Ensure access to accounting software are controlled and password not shared with others. ▪ Ensure day to day transactions through accounting software ▪ Timely payments to MJF employees as well as other stakeholders, vendors, suppliers, etc with accuracy. ▪ Cash, assets and bank balances are reconciled with books of accounts. ▪ Payable and receivables are cleared /adjusted on time.
2	Accounting Information System and Reporting	<ul style="list-style-type: none"> ▪ To record and maintenance of books of accounts, ▪ To maintain cash transactions and prepare bank reconciliations for the projects; ▪ Any other accounting and financial monitoring related works; ▪ To Assist the Coordinator-Accounts as and when required. ▪ Provide financial information and data as and when required by the management or donor ▪ To prepare the quarterly budget variance and analysis for projects under jurisdiction.

		<ul style="list-style-type: none"> ▪ Conduct the external audit of the projects; ▪ Preparation and submission of financial statements and reports for the projects of the Manusher Jonno Foundation, Donors and other stakeholders
3	Budgetary Control	<ul style="list-style-type: none"> ▪ Assistant Manager-Accounts will prepare and review the MJF's budget to include both program and administrative costs. ▪ Monitoring of actual expenses against the above budget (both of MJF & projects) ▪ Review the summary of receivables payable balances on routine basis with the supervisor ▪ On a quarterly basis, prepare Management summary of finance (including budget variances and fund utilization statements) and Administration function for review in the MJF management meetings. ▪ Budget review and revision when necessary.
4	Tax and VAT	<ul style="list-style-type: none"> • Ensure correct deduction of Tax and VAT as per GoB Rule and regulations • Tax and Vat Deduction at source and submission of periodic statement to the DCT accordingly
5	Monitoring and supervision	<ul style="list-style-type: none"> ▪ Assistant Manager-Accounts will be responsible for the financial monitoring of the partners NGOs (at field level), if required; ▪ Take part in the financial appraisal of the potential applicants for project funding, if required
6	General (As and when required)	<ul style="list-style-type: none"> ▪ Manual vouchers preparation ▪ Taking approval from the authority ▪ Cheque writing and disbursement ▪ Cheque register updated ▪ Preparation of financial statements for internal and external auditors, providing necessary supporting documents, facilitation of audit to accomplish audit in time. ▪ Any other accounting and financial monitoring related works;

Besides these any other relevant tasks assigned by the management as and when required shall be performed.

Qualification and Experience:

The incumbent must have:

- Minimum 7 years working experience in the field of accounting or finance
- Master's degree from any recognized University in the discipline of accounting /finance.
- Should be well conversant in Accounting Software, knowledge on SAGE (ERP) and Electronic Fixed Assets Register preferred.
- Course completed with partly qualified CA (knowledge level) or CMA (inter) will be preferred.

Competencies:

- A team-player and self-starter, able to work with minimum supervision, with sound judgment
- Ability to establish and maintain effective working relations as a team member, in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

- Good communication and interpersonal skills and experience in working effectively in a multicultural environment
- Flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours
- Excellent oral and written communication skills, reporting with ability to express ideas clearly, concisely, and effectively, both orally and in writing.
- Demonstrates integrity by modelling the MJF's core principles, values and ethical standards.
- Displays cultural, gender, religion, caste/class nationality and age sensitivity and adaptability.

Authority:

Reports to the Coordinator-Accounts

Contacts and Key Relationships:

Director-Finance & Admin., Director-Program, Coordinator-Accounts, Coordinator-HR & Admin, Manager-Grants Controls, Deputy Manager-Accounts/ Grants & Administration, Assistant Manager-Grants & Administration, and relevant Program Leads.

Employee's Signature: ----- Date: -----

Supervisor's Signature: ----- Date: -----