



**OXFAM**

## **Terms of Reference for Finance Volunteer**

### **Our Team:**

Finance team of Oxfam in Bangladesh works with a goal to support programme and other teams. To ensure the support related activities, finance team is dealing with financial activities, compliance, day to day activities, archiving, expenses, statutory and regulatory accounting, strategy and operations, analysis, planning and reporting for Countries, Regions, and other Affiliates.

### **The Role:**

The volunteer will work in core finance areas and is expected to undertake following responsibilities:

- Provide support to finance department for archiving the voucher with paid seal.
- Provide Audit support at Dhaka office (as & when require)
- Search and identify the voucher in the storage area as per Team requirement.
- Scanning the voucher for different audit including Cox's Bazar & HQ (as & when require)
- Provide support to finance department for submitting the documents to Bank.
- Organize the Finance store by sorting out old voucher files which are more than 8 years old, list down & destroy them.
- Provide support to finance department for Year-End process & day to day transactions.

### **What we are looking for:**

- A suitable graduation in a Business Administration and Management related discipline.
- Good Computer skills in MS excel & MS Word.
- Physically & mentally strong to work in Finance Dept.
- Positive mindset for working both from home and at office.

### **Timeline:**

- 6 months
- A performance evaluation will be done after 3 months and then further extension for another 3 months will be issued based on the performance.



**Reporting Line:**

The volunteer will report to Programme Finance Officer.

**Job Location:**

Dhaka, Bangladesh.

**Benefits and facilities for volunteers:**

We will provide an inspirational remuneration for food and local conveyance purpose (BDT. 1000/= for each working day).

**Working modality:**

Considering the recent restriction due to COVID-19, we are working from home. But, after the restriction is over, the Volunteer might require attending physical office (based on the organizational decision).

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