ROLE PROFILE

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| Title | Accounts Officer |
| Functional Area | Finance |
| Reports to | Finance Coordinator/Specialist |
| Location | Cox’s Bazar Project Office | Travel required | Occasional |
| Effective Date | July 2019 | Grade | B |

role PURPOSE

The Accounts Officer(s) will provide support to project office and PNGO’s, in relation to efficiently processes payment, thus in a way contribute to efficient implementation of Plan International Bangladesh and donor’s policies and procedures that support to achieve the related objectives/indicators of the Country Strategic Plan.

Reporting to the Finance Coordinator/Specialist of Cox’s Bazar Project Office, Accounts Officer is responsible to process the payment of suppliers, partner organizations fund disbursement, consultants, travel bill of Plan staff; process salary payment of employees of Cox’s Bazar Project office (If applicable), disburse cash fund and advances to staff members for smooth implementation of program. Other than this s/he maintains close coordination with admin and treasury staff members of Divisional Offices, Project, Field offices and Country Office.

Dimensions of the Role

* The positions holders preserves and maintains financial documents during and after payment; but does not have any delegated authority for expenditure.
* Reporting to Finance Coordinator/Specialist of Cox’s Bazar Project Office, the position holder does not have any direct report.
* Communications are mostly internal focused with relevant staff members of Administration and other project/field offices under Cox’s Bazar, with occasional contacts with admin and treasury of Country Office and other divisional offices. The external contracts are mostly with the banks related to account balance, suppliers’ payment, period reconciliation etc.
* The position holder needs to remain vigilant in identifying risks related to financial, statutory and donor compliances in the payments. He/she also needs to be aware of Safeguarding of children and young people during review of payment documents.
* The position holder, as part of the team, will process all the payment under Cox’s Bazar Project Office to suppliers and PNGO’s fund disbursement, disburse cash fund and advance timely in support of program team for delivering high quality program to the field as well as smooth implementation of Cox’s Bazar annual budget.

Accountabilities

* Ensure all payments processed comply corporate and statutory requirements; payment voucher packaged, filed and VAT & tax deposited into govt. treasury in a timely manner.
* Ensure proper filing of payment documents, related policies and agreements in organized fashion and made available on demand.
* Staff salary transfer to individual staffs bank account meets deadline and organizational protocols (If applicable).
* Prepare and update SAP record and ensure advance record is updated on advance register ensuring compliance and organizational standards.
* Compile review advance requests, staff travel bills in line with organizational policy and processing the payment within agreed deadline.
* Compile and prepare fund request, support to team during internal/external audit, budgeting and reporting.
* Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

Internal contact:

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| --- | --- | --- |
| **Position** | **Purpose for contact** | **Level** **(high, medium, low)** |
| Admin Personal of Project office /BCO. | Need to communicate for smooth and timely processing of all payment with necessary supporting documents. | Medium  |
| Finance Coordinator/Specialist/Manager  | Sharing the findings of all bills and taking suggestion and decision for processing the payment and reporting. | High |
| Project/BCO finance team | For collecting different financial information i.e. Fund request, charging information of Cox’s Bazar Project Office expenditure etc. | High |

External Contact:

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| --- | --- | --- |
| **Position** | **Purpose for contact** | **Level** **(high, medium, low)** |
| Bank  | Need to collect information from bank on account balance, deposit, suppliers payment etc. | Medium |
| Supplier/vendor | Confirmation on payment, VAT and tax issue | Low |

Technical expertise, skills and knowledge

**Essential**

* Bachelor degree in commerce or business
* Computer operation: Skills on MS word, Excel and power point.
* Accounting: Skills of general accounting procedures and basic accounting principle
* Corporate and statutory requirement: Familiar with local and corporate financial law and regulations.
* With two years’ experience in the similar job in large organization preferably in reputed NGO/INGO

**Desirable**

* SAP software: Knowledge of data entry to SAP and taken various report from SAP
* Behaves consistently in approach to work and supporting program team;
* Develops mutual trusting relationships with complex partnerships that have excellent business outcomes;
* Sets a strong learning culture in their part of the organisation.
* Willingness to work for and on behalf of the organization at times of disaster within Plan working areas.

Plan International’s Values in Practice

**We are open and accountable**

* Promotes a culture of openness and transparency, including with sponsors and donors.
* Holds self and others accountable to achieve the highest standards of integrity.
* Consistent and fair in the treatment of people.
* Open about mistakes and keen to learn from them.
* Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

* Articulates a clear purpose for staff and sets high expectations.
* Creates a climate of continuous improvement, open to challenge and new ideas.
* Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
* Evidence-based and evaluates effectiveness.

**We work well together**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

Physical Environment

Based at Cox’s Bazar Project Office/Bangladesh Country Office/Rangpur Divisional Office/ Barisal Divisional Office with occasional field visit

Level of contact with children

Low contact: No contact or very low frequency of interaction **√**