ROLE PROFILE

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| **Title:** | **Finance Manager – Emergency Response** | | |
| **Functional Area:** | **Finance Department** | | |
| **Reports to:** | **Head of Finance with functional reporting to Head of Division Cox's Bazar & CHT program** | | |
| **Location:** | **Divisional Office- Cox’s Bazar** | **Travel required:** | 20% |
| **Effective Date:** | **October 2020** | **Grade:** | **D2** |

Plan International PURPOSE

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Plan International envisages a world in which all children and young people realize their full potential, a vision now shared by the 193 Heads of State and Government who adopted the 2030 Agenda for Sustainable Development in September 2015.

We believe in the power and potential of every child. This is often suppressed by poverty, violence, exclusion and discrimination. Its girls who are most affected. Plan International’s new Global Strategy aims to transform the lives of 100 million girls by implementing an integrated programme and influence approach.

In Bangladesh, we have set our vision for 2030 as, ‘We will partner to empower girls and young women, to be heard, to live without fear of violence and to achieve their rights’. We have started the new country strategy in July 2020 aiming to achieve this exciting and ambitious vision. This would require the organization to have an effective, efficient and committed workforce willing to challenge the prevailing status-quo, engaging men women boys youth people, specially girls and bringing best out of all to create synergy for movement at all levels – from community to national, and beyond.

role PURPOSE

The Finance Manager- Emergency Response is responsible for overall treasury management, budget, financial reporting covering grants programmes and projects. He/she ensure timely payment with maintain all compliance. Ensure proper cash and bank management. Ensure all treasury related reporting, TAX and VAT reporting on time, Month closing and year closing. He/she monitors and analyses financial expenditure of programmes/projects of division office and assists the Head of Finance for financial planning and decision making. He/she closely works with budget and reporting team CO, treasury and audit support team CO, Partnership Management team CO and programme team and takes responsibilities for preparing/reviewing of budget, tracking expenditure, ensure Plan and donor compliances and financial reporting for divisional office. He/she supervises 6-7 finance staff to ensure smooth treasury management, budget, reporting and Partner support for the country to achieve finance strategies and financial action; and supports finance team during donor and statutory audits. S/he will take lead to enhance the capacity of the partner NGOs. The position holder is responsible for strengthening financial operations of development projects implemented jointly by Plan and Partner from equal partnership and values. Ensure financial planning, budgeting, financial monitoring, regular visit, compliances (statutory, organizational, and donors), financial reporting and capacity building of Partner.

Dimensions of the Role

* The position holder has 6-7 direct reports.
* Monitors the programme/ projects and functions wise expenditure at Divisional Office both for sponsorship and grants projects approximately Euro 7 to 8 Million per year; has a delegated authority for expenditure upto Euro 50,000 incurred at respective divisional office.
* Maintains a functional relationship with the Geo Lead Cox’s Bazar on day to day financial operational aspects. Internal communications are mostly with relevant managers at CO for treasury, budgeting and financial reporting purposes; with project managers and programme manager at divisional office on budgeting, financial monitoring of development and emergency response projects. External communication includes partner organizations at divisional level, bank and sometimes with vendors as a member of purchasing committee at divisional level. Limited communication with NOs and auditors on specific queries on financial issues.
* Takes proactive stance in identifying and flagging risks in receipts and payment at divisional offices; slow financial performance and time lags related risks through continuous monitoring and trend analysis. Ensures accuracy and deadline in treasury management and financial reporting leading to informed decision by management and effective donors’ relations.
* Represents Plan finance team in bank management, vendor payment to maintain all organizational compliance related to policies and procedure.
* Manages receipts and payments for the divisional offices amounting Euro 7-8 million per annum; ensure payments to vendor, partner organization of Plans and staff members at the divisional office. Coordinate consolidate annual budget for the divisional officer covering programme and its operations and thus contribute in the country annual budget preparation. Supports geo-lead for overall financial management of divisional office by providing accurate financial information, ensuring internal control and preparing various reports for decision making.
* Support in developing technical, business support, or operational strategy for Cox’s Bazar response programme in line with strategy of the country.
* Ensures consistency in the implementation of the country strategy. Interprets policies and strategies to design programs and provide support to or lead implementation.
* Support on Setting budget and work schedule, and continually monitors the target vs accomplishments.
* Communicate with project managers at divisional office as well as some project point person mainly for budget, reporting and compliance related issues of assigned projects under Division. Ensure communication with PNGOs for smooth operation of PNGO implemented projects.
* Ensure monitoring of over or under budgeting of grants project while preparing/modifying the project budgets; identify associated risk on donor compliances at the implementation by partner and reporting on grant projects.
* Ensures supports to the Plan implemented program and projects throughout the division to strengthen project financial management and sharing learning both for plan and partners’ end.

Accountabilities

**Treasury and Cash Management for Cox’s Bazar Office**

* Ensure manage emergency treasury and cash management support for emergency response.
* Maintain the general ledger and cash management processes including cash forecasting for the divisional office.
* Review all transaction is SAP system for completeness: Accuracy, correct WBS code, grant number and sponsored program.
* All payments are made on time complying corporate and statutory requirement
* Follow up made with Bank for Remittances to be credited from BCO on time and cash deposit/delivery are done on time
* Partners funds are disbursed are informed by the next day of fund transfer
* Overdue advances are notified to the concerned person within next working day of settlement date.
* Coordinate with admin for shortcoming of payment request
* Ensure CMP (community management project)/Partners’ liquidation are recorded in SAP system by programme finance persons for central; consistency reviewed.
* Ensure value for money as a member of Cox’s Bazar procurement committee members; provide technical support/advices to admin/procurement team in line with Plan’s requirement and smooth functioning.

**Financial Planning including budget, monitoring and financial reporting for Coxs’ bazar Office**

* Annual Budget and Budget modification for division is done in line with CS and CP ;
* Support to Cox’s bazar on emergency response budgeting and planning.
* Consolidate programme and projects budget of the division and fill up budget templates as per APAC/GH budget instruction and provide necessary data to Country office for decision making.
* Review project budget prepared by program for: Completeness, accuracy and donor compliance.
* Provide support to division office on budget planning and modification.
* Analyse the annual budget instruction and provide support to project/division for budget preparation
* Prepare/review budget vs. actual spending reports and follow up with Divisional Manager accordingly.
* Review Projects financial reports that are prepared by Finance Specialist(s) for completeness; accuracy and conformance with donors’ guidelines and analyzing trend of expenditure.
* Monthly reports (CMP, TB, target bank balance, commitments) are sent to BCO as per instruction and quality
* Year-end schedules are prepared as per ARO and IH instruction for the assigned division office.
* Review the grants budget critically and ensure full cost recovery as per Plan cost recovery policy and country cost ration
* Ensure Projects budget estimates are prepared for completeness; accuracy and conformance with donor guideline before submission
* Ensure complete and accurate grants and FAD set up in SAP system including linking of project budget with grants module
* Periodically update cost estimation review and discussion with the staff for improvement on budget preparation
* Ensure/Prepare response on donors/NOs queries on budget and report matters for emergency response project.
* Support on Setting budget and work schedule, and continually monitors the target vs accomplishments.
* Plays an important role to maintain fully costed Cox’s Bazar Program offices without zero contributions from sponsorship fund.

**Management of Financial Data for the Cox’s Bazar Office using Corporate Software (SAP-ERP) and support during Audits.**

* In SAP system: create donor budget line (sponsored program) and funded program and link them; input grant project budget by sponsored program during budget and budget modification.
* Ensure accuracy in the mapping WBS (work breakdown structure) code with ‘Donor budget line
* (Sponsored program); linking WBS code and sponsored program in SAP system (derivation).
* Division office is supported in Project budget monitoring on a regular basis with the latest approved budget.
* Ensure assigned donor report timely send to BCO for their review and forwarded to BDM team
* Ensure support to CO Audit Team/ auditors, mostly by providing information and making related documents available while conduction audits for divisional office. This covers statutory audits, audits from donor and Plan’s global assurance offices.

**Partner Financial monitoring, capacity building, ensuring government, donor and Plan compliances for effective utilization of fund through appropriate budget and fund management system.**

* Ensure support to admin team for finalizing the partnership agreement.
* Ensure timely fund disbursement to partner through creation of PR in SAP, taking approval from authority as per DoA and send it to treasury for disbursement.
* Confirm timely Financial Report submission by the Partner and complete the desk review and communicate with partner for any kind of revision if require.
* Ensure Liquidation the reported expenditure in SAP with due recommendation from respective programme focal.
* Ensure periodical Visit to Partner for enhancement of the capacity of the partner and validation of the reported expenditure.
* Make sure that Partners Financial Monitoring visit report is prepared just after the visit ended, adequately reviewed and communicated with relevant stakeholders.
* Ensure close working relation with Programme and partner to develop realistic partner budget, budget modification according to the donor approved budget and necessary alignment with FD & FC.
* Ensure the partner capacity building through proper guidance, mentoring, distributing updated circular, formal/ informal training and orientation etc.
* Ensure technical assistance for staff recruitment and other relevant task as per need.
* Ensure capable Partner is selected following Organizational tool.

**Oversight and development of an excellent and high performing team within the finance department of the country**

* Lead regular meetings with the team members.
* Individual Accountability Plan of each team members are in place with clear understanding about the deliverables and their standards; performance management process is ensured for direct report and self as per organizational requirement and meeting deadlines.
* Support team members in a manner that enable them to give their best e.g. by encouraging and praising good performance, coaching, assisting staff to resolve performance problems, providing resources, tools and equipment
* Team members are adequately trained and developed for their roles e.g. by analysing staff training needs, organizing the delivery of training or coaching, coordinating the sharing of experience.
* Plan’s value, principles and practices and commitment towards child rights and child protection, gender sensitivity and relevant mainstreaming activities are considered and applied by all team members to achieve organizational outcomes
* Support in developing technical, business support, or operational strategy for Cox’s Bazar response programme in line with strategy of the country.
* Ensures consistency in the implementation of the country strategy. Interprets policies and strategies to design programs and provide support to or lead implementation.
* Plays an important role to maintain balance between right time quick support by maintaining all compliances within very shortest possible time to enable programme team for continuation of the response programme activities uninterruptedly.

**Safeguarding Children and Young People and Gender Equality and Inclusion**

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion 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:**

* Tactical enough to run the Finance function in Cox’s Bazar smoothly and maintain meaningful relationship with different stakeholders and this will contribute toward internal control of the program.
* High level of contact with BCO/Director/Program Manager/Program Lead/ Admin personnel with regards to collection of information and settlement of problem related to bills, request them for sending fund request and timely settlement of advance, providing suggestion on different financial issues.
* High level of contact with Approval authorities for necessary approval of voucher and cheques/Bank transfer manually as well as on online.
* High level of contact with Accounts Office and other Finance staff with regards to providing/taking suggestion/inputs on different financial issues.
* High level of contact with Head of Finance and Finance Manager-Budget, Reporting & Partner Management for ensuring all reporting align with Donor/NO compliance. Update on required information also discussion about probable solution and guidance as and when required.
* Medium level of contact with HR&OD Dept. for collecting staff information for reviewing monthly allocation and checking staff final payment.

**External Contract:**

* Maintain frequent communication with Bank to ensure that remittance is credited in the bank timely and solution of problem related to online banking i.e. payment deposited into supplier’s bank timely.
* Different Vendors/Suppliers for meeting and negotiate with them for finalizing the comparative statement and providing different information to them related to bill.
* Peer Organization counterparts to remain updated.

Technical expertise, skills and knowledge

**Essential**

* Masters in Accounting/Management/ Business Administration and 5+ yrs relevant experience, technical, and/or supervisory experience, or demonstrated equivalent combination in INGO with 2 years management and staff supervision experience.
* Ability to communicate effectively and authoritatively on area of expertise. Ability to develop effective working relationships across a network.
* Respect client’s needs and satisfactions, being solution focused; knowledge and understanding of customer satisfaction of services from the department, ability to review processes towards improvement.
* Financial management: Effective financial planning-budgeting-resource allocation skills given the financial guidelines of Plan
* Internal control: Ability to provide guidance on internal control systems
* Solutions focused: Effectively analyzes information and provides effective and quality assured solutions
* Information management: Understands the key information requirements needed to deliver an effective financial management service-effectively extracting, utilizing and communicating key financial management information
* Participatory management: Ability to involve the members of the team or communities in consensus building and decision making
* Technological savvy: Understands and uses different technological resources (computer, multimedia, internet, software)
* Facilitation skills: Effectively handles discussions with a focus on both groups and individuals to enrich participants’ understanding of particular subjects or situations, understands process and can diagnose group needs and intervenes accordingly
* People orientation and development: Coaches colleagues and clients and takes personal interest in the growth of people in the organization; counsels if necessary
* Networking and collaborating: Establishes good relationships with stakeholders; works cooperatively with other units, maintains networks outside the organization
* Project management and evaluation: Ability to assess-plan-negotiate-organize-monitor-evaluate-measure the success of projects and what they are supposed to deliver
* Willingness to work for and on behalf of the organization at the time of disaster within Plan working area or outside.
* Required to translate regional strategy into country strategies and operating policies & procedures.
* Thinking is essentially concerned with the year ahead, with a clear understanding of likely longer-term developments.
* Solutions to problems will be designed to meet set objectives in line with other country and regional strategies. Initiative usually required to solve problems; high-level problems usually referred to manager.

**Desirable**

* Using SAP or other ERP for corporate financial management and reporting.
* Working in emergency response programme especially financial management.
* Understanding of and ability to serve as development catalyst and practitioner given the country context and Plan mandate.
* Ability to assess-plan-negotiate-organize-monitor-evaluate-measure the success of projects and what they are supposed to deliver.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

The post-holder will be expected about 20% travel to projects areas, sometimes at short notice to join humanitarian responses.

Level of contact with children

Low contact: No contact or very low frequency of interaction

**Mid contact: Occasional interaction with children √**

High level: Frequent interaction with children