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| Job Title: | WBC Finance and Business Officer (APO) |
| Grade | IV |
| Project: | Mobilizing Rural Women Entrepreneurs for COVID-19 Response and Recovery in Bangladesh |
| Funded by: | GIZ |
| Project Duration: | 09 months |
| Duty Station: | Jamalpur/Khulna/Noakhali/Khagrachari |
| Reporting to: | Assistant Project Coordinator |
| Salary: | United Purpose HR Policy |
| Project Commencement: | 01/09/2021 |
| Preference of Candidate | To meet the organizational policy of gender balance in the team, preference will be given to equally qualified female candidates.  Female candidates are encouraged to apply. |

**About United Purpose**

United Purpose (UP) is a UK based international development and humanitarian organisation working in many of the poorest countries of the world to assist in finding local, sustainable solutions to poverty and inequality. United Purpose works in conjunction with local government, community partners, and private and public stakeholders to challenge the systemic causes of poverty and inequality while building innovative, community-led strategies for resilience, health and wellbeing in the context of the social, economic and environmental challenges faced globally. The United Purpose vision is a world where "justice, dignity, and respect prevail for all”.

**About the project**

Bangladesh has been heavily impacted by the COVID-19 pandemic. Especially in poor and rural areas, the impact on the health system and livelihoods has been profound. Aiming to address the COVID-19 pandemic, marginalized and grassroots communities’ access to health care services and livelihood options, United Purpose is implementing the GIZ funded project “Mobilizing Rural Women Entrepreneurs for COVID-19 Response and Recovery in Bangladesh” at five districts. The key target groups of this project are members of low-income households including women and people with disability in particular. The intermediary target group are the rural women entrepreneurs operating the Women Business Center (WBCs) at their localities. The main areas of project are (1). Community awareness on COVID-19 prevention including COVID-19 symptom screening, health, WASH and nutrition; (2). Improve community health and nutritional status through remote consultation services and patient follow-up; (3). Support to smallholder rural farmers with on-demand expert consultation, weather-sensitive agro-advisories for improved food and livelihood security; (4). Support to Women Business Centres (WBC) with capacity development, provisioning of ClickHealth and nutrition monitoring and referral service.

**Position Summary**

The position requires clear understanding on strengthening finance and accounts management capacity of women entrepreneurs in acceleration of business initiatives, and LAN/Online based Tally ERP, and operation of mobile apps-based solution (such as mERP), project’s finance and accounts, compliance procedures. The position holder must have experience on the implementation of multi-sectoral programme on women entrepreneurship, value chain and market linkage, etc. S/he must have experience in building relationships and networking across women groups/associations/platforms, and facilitation of capacity building initiatives for Women Business Centres (WBC) including reporting and documentation on the progression of WBCs’ business and capital growth. S/he must have and skills in teamwork, and coordination with field teams, and working with women groups especially women entrepreneurs at local level.

**Key responsibilities include (not limited to)**

* Lead the processes to strengthening WBCs’ capacity on account management, business planning, cost and profit analysis
* Facilitate WBC entrepreneurs’ capacity building trainings/orientations/workshop/meetings on day-to-day book keeping, account management, cost analysis, financial planning for business development, etc.
* Provide technical support to WBCs in developing business plan, and in accelerating of their business activities
* Track and generate regular reports on the progression of WBCs’ business initiatives and provide technical supports to WBC entrepreneurs
* Provide technical support to WBCs for proper management and maintenance of their bank accounts, and in preparing periodic financial statements
* Oversee field office accounts, including banking, petty cash, timely payment of bills, filing of vouchers and scanning bill-vouchers;
* Ensure that-all official payments are made on time, all financial transactions in conformity with a) the organization’s Financial Procedures and b) any relevant donor requirements;
* Ensure all accounts documents, including bills, receipts and dockets, are safely and securely filed in accordance with organizational procedures;
* Monthly financial reports on project shall be submitted to Dhaka Office.
* Distribute monthly payroll to all staff according to the calculation of payroll by the FO and prepare vouchers as required.
* Liaison with the bank on all banking issues and carrying out monthly bank reconciliation.

**Education and other qualifications:**

* Bachelor's Degree in Accounting, Commerce or Finance
* Minimum of 2 years of practical experience in relevant field preferably in an International NGO.
* MS Office with advance skills in Excel;
* Ability to work in LAN and online accounting software such as Tally ERP
* Excellent interpersonal, supervisory and organizational skills;
* Effective communication, problem solving and decision-making skills.
* Respect to cultural diversity and gender sensitivity
* Ability to work under pressure.

**Experience**

* At least 2-3 years’ working experience with INGO/NGO in the same or equivalent position
* Experience in working with divers-background’s teams.

**Language Requirements:**

Written and oral proficiency in English and Bangla is required

**Skills:**

* Finance and accounts management including compliance and audit
* Understanding on women entrepreneurship and business development, value chain and market linkage
* Communication, networking and mobilisation of rural communities especially women entrepreneurs and market actors
* Leadership, problem solving and decision-making
* Capacity development of rural women groups/associations
* Reporting and documentation.

**Application Procedure:**

* Please fill in your CV in official form available [**Here**](https://hotjobs.bdjobs.com/jobs/up/JAF-106.docx)**.**
* Please submit your CV at [**upb.recruitment@united-purpose.org**](mailto:upb.recruitment@united-purpose.org)
* You must use the **Name of the Position** in the subject line of email.
* Application to be submitted by **10 May 2022**.