

## JOB DESCRIPTION

<b>Job Title:</b>	Finance and Administration Officer
<b>Location:</b>	Cox's Bazaar, Bangladesh
<b>Reporting to:</b>	Finance and Human Resources Manager
<b>Key relationships:</b>	Country Manager, Operations Manager, Bangladesh team; Asia team; finance, HR and operations teams in London; regional finance teams.
<b>Contract</b>	Permanent, dependent on funding
<b>Salary range:</b>	89,578 – 120,043 BDT gross per month
<p><b>Background</b></p> <p>Saferworld is an international non-governmental organisation that works to prevent and reduce violent conflict and promote cooperative approaches to security. We work with governments, international organisations and civil society to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others.</p> <p>We are seeking an experienced Finance and Administration Officer to join our growing team in Bangladesh, at our Cox's Bazaar and Dhaka offices. The post-holder will have substantial knowledge and skills in financial management. S/he will also have experience in liaison with the NGO Affairs Bureau in relation to funds clearance and project approval.</p>	
<p><b>Job purpose</b></p> <p>The post-holder will be responsible for maintaining financial and HR systems as well as making logistical arrangements and ensuring the smooth and efficient management of the administration and financial systems for our offices in Cox's Bazaar and Dhaka.</p>	
<p><b>Key areas of responsibility</b></p> <p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>• Maintain a computerised accounting system in line with agreed procedures (SUN system)</li> <li>• Reconcile bank statements, and provide monthly financial reports to the UK office</li> <li>• Ensure agreed reporting dates are maintained and financial policies adhered to</li> <li>• Ensure expenses are authorised and processed in accordance with agreed procedures</li> <li>• Monitor project and organisational spending to ensure it is to agreed budgets.</li> <li>• Petty cash maintenance</li> <li>• Manage the payroll ensuring all statutory payments are made.</li> <li>• Prepare fund requests and expenditure reports</li> <li>• Prepare and maintain books of accounts, annual budget, financial reports in line with donor and in-country compliance</li> <li>• Conduct field visits to monitor partner's financial transactions and reports</li> <li>• Conduct and maintain records of all financial transactions</li> <li>• Ensure bill-voucher preservation and on time payment of the relevant services</li> </ul>	

- Act as focal person for NGO-Affairs Bureau communicating activities including report submission, audit conduction and fund clearance

#### **HR Tasks**

- With the Finance and HR Manager coordinate induction plans for new staff to ensure they are aware of HR policies and best practices relating to their employment.
- Ensure that all staff contracts are up-to-date.
- Maintain up-to-date HR files, including leave and sick records.

#### **Office administration**

- With the Operations Manager, develop and maintain effective office systems, ensuring these are consistent with Saferworld's operating requirements.
- Provide administrative support to members of staff as required
- Deal with general communications – telephone and mail.
- Develop a filing system in the country office and be responsible of its maintenance.
- Assist with the preparation of official correspondence
- Maintain and update the contacts data base
- Perform other administrative and organisational tasks assigned.
- Maintain vendor's list useful for office purchases, services and maintenance

#### **Logistics**

- Provide logistical support for visitors and Saferworld staff visiting Bangladesh
- Ensure Saferworld's security policy is implemented working with the Operations Manager where necessary.
- Update the security briefing and ensure all staff and visitors are informed of any security issues.

#### **Person specification**

##### **Knowledge:**

- A first degree in commerce, business administration, business studies or management with specialisation in finance or accounting.
- Graduate or part-qualified member of a recognised accounting body e.g. ACCA, CPA, CIMA would be an advantage
- Sound knowledge of accounting procedures and principles.

##### **Experience:**

- At least 3 years' experience of working in finance, administration and/or procurement in a relevant field in NGOs or INGOs
- Experience of using accounting software especially SUN system

##### **Skills:**

- Ability to communicate well, including written and verbal English.
- Excellent IT skills, including Microsoft Office, (Outlook, Access and Excel).
- Ability to type in Bengali for office correspondence and project related communications
- Ability to work well in a team as well as independently.
- Good planning and organisational skills and efficient work methods
- Ability to monitor partner's fund management and provide support to develop their systems

##### **Other:**

- Commitment to and compliance with Saferworld's safeguarding principles

#### **Terms and conditions**

**Probation:** There will be a probationary period of three months

**Holidays:** 28 days a year (Jan to Dec) pro rata + agreed Bangladesh public holidays  
**Salary range:** 80,843 – 114,326 BDT gross per month  
**Hours:** 37.5 hours a week

**Application process**

**To apply:** Please complete a Saferworld application form which can be found at [www.saferworld.org.uk/jobs/jobs](http://www.saferworld.org.uk/jobs/jobs) and send to [jobs@saferworld.org.uk](mailto:jobs@saferworld.org.uk) (please use subject heading: Ref: BF&A).

**Deadline for applications:** 17 March 2019

We regret that only short-listed candidates will be contacted.

**We will only consider completed application forms so please do not send your CV**