Job Description (JD) for Finance Manager

Position Title: Finance Manager
Reportable to: Project Manager

Project **:** DoS/FHI360 -Epic Project.

1. Summary of the position:

In a brief paragraph, state the position's overall purpose or objective, highlighting the general functions for which the position is responsible. Why does the position exist and what must it accomplish

Major responsibilities to implement EpiC project following core strategies, principle, values of the organization in consultation with District and UZ level GoB health, FP, LGI and other relevant stakes. Incumbent will be directly responsible for providing financial and administrative support for effective and quality implementation of EpiC activities mainly at district and upazila level. S/He will be the key person at district level for maintaining all sorts of financial and administrative process and procedure following organizational policy and donor compliances. S/He will facilitate to record and maintain appropriate finance and administrative documents at district level, ensure quality and standard support for vendors, parties following system.

2. Key skills required:

Academic:

- Masters in finance/accounts/Management is preferable

Working experience:

- At least 07 years working experiences (preferably with health program) for finance and administration.

Professional:

- Demonstrable experience in working closely with the GO, NGO and other departments.

Job related knowledge:

- Ability to manage a diverse workload in connection with Finance and administration.
- Mentality to support for program impolementation.

Skills:

- Strong communication, interpersonal and presentation skills
- Written and verbal fluency in English is preferable
- Computer skills: MS Word, PowerPoint, Excel and email.

Organizational values:

- Commitment to the organization
- Understanding of Project activities, goal and objectives and implementation strategies and financial implication.

3. Responsibilities

Major Responsibilities	Specific task/activities	Modality of work	Tools to be used	Deliverables	Time allocation/ day
Financial activities	1. Ensure day to day payments through cash and cheque, maintaining Budget, financial clearance, TOR regarding individual event from concern/focal person. 2. Pay advance to staff for conducting program and travel purpose through both in cash and cheque. 3. Adjust the advance in timely and do necessary works regarding advance adjustment. 4. Pay staff salary, calculation of support staff over time and others admissible benefits in to individual Bank account and ensure pay sleep in the end of every month. 5. Prepare monthly fund request for district office 6. Prepare monthly financial reporting including cash and bank reconsolidation. 7. Track financial problems and suggest solution and oversee quarterly and yearly project budget preparation 8. Ensure donor compliance before payment 9. Ensure tax and vat from the vendor/parties (where applicable) and deposit in to bank through GoB challan. 10. Prepare all kinds of Voucher-(Payment Voucher-Cash, Payment voucher-Bank, Cash/bank Receipt Voucher and General Journal Voucher) and posting accordingly.	Desk work	Donor and Organizational financial policy	Esured financial support and compliances	As and when required
Budget tracking and review of burn rate	1. Input in to preparing Budget, Details implementation plan (DIP) 2. Assist Project coordinator tracking all expenditure, showing through burn rate system and sharing progress time to time.	Desk work,	DIP, budget	Budget track and burn rate reviewed	Quarterly
Program support	1. Purchase of all program materials/equipment for project office considering organization and donor compliance. 2. Ensure all logistics and support in program implementation training orientation/ meeting, workshop/ seminars etc.	Desk work, Team meeting	WP, Budget	Ensured procurement /logistic for each event	As and when required
Store and Inventory management	1. Ensure store ledger/register, Asset-inventory and resources utilization and proper uses of resources. 2. Maintain and management of store, maintain logistic/supplies in and out chain/register.	Desk work, observation	DIP, WP	ledger/register, Asset-inventory maintained	As and when required

Administrative	1. Record /maintain of office in & out time, roster duty of support staff, overtime and leave record 2. Ensure premise repairing, cleanliness and security 3. Ensure Vehicle hiring for project office (if required) program upon requisition and maintain the vehicle fuel record keeping. 4. Ensure proper generator operating and generator fuel record keeping (if any).	Desk work	DIP, WP	Maintained administrative related records	As and when required
Field visits, Supervison and Monitoring	1. Directly supervising of Finance officer and support staffs. 2. Maintaining district office HR activities 3. Conduct district office monthly management meeting 4. Maintaining liaison with local government, Local Elite, Other's development organization and others stake herders as necessary. 5. Review the major activities and highlight major compliance issues 6. visit other District office and support the assistant finance and admin officer for oberation of financial and administrative activites.	Meeting, Field visit	Workplan	Monitoring system developed	Monthly, and need based
Reporting	1. Prepare and submission of financial report to Central office for review monthly.	Desk work	Work plan	Monthly financial report prepared	Monthly, and need based

Documentation:

Need to be documentation of Various Management correspondence, Approval letter, Approved Budget, Voucher, Soft copy and hard copy of monthly Financial Reporting, Document and preserve others relevant materials.

Record keeping and reporting:

Need to be record keeping of all vouchers, Soft & hard copy of Monthly Financial report, all kind of Agreement and Reporting accordingly, Gloss Data Validation, and Bank and cash reconciliation.

Partner counterpart/s and modalities for interaction with counterpart: Through Training/Workshop, Meeting, learning visit, Expose visit and Routing Monitoring & Field visit.

Supervisory role and mechanism (if applicable)

Through coaching, Training, Ongoing jobs responsibilities, summary of activities, Best practice, time out the details jobs plan and positive feedback time to time.

Accountability mechanism:

- Holds self accountable, managing resources efficiently, achieving DHSS project goal and objectives.

Summary of collaboration/coordination with other program components:

- Maintains functional relationships within and outside the organization.
- Showing respect to others' opinions and values
- Good listener, critical analist.

Summary of deliverables:

1. Monthly financial report, Asset inventory report, Donor requirements (if any)

Duty station:

EpiC working place (district level)

Reporting line:

Project Coordinator