Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 49 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/ Red Crescent ideals and principles.

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position of it's Population Movement Operation (PMO):

Job title : Finance Manager

No. of position : 01 (One)

Job Nature : Contractual

Program/ Department : Population Movement Operation (PMO), Disaster Response Department.

Duration of contract : Up to December 2020 (with possibility of extension).

Salary range : Negotiable (Upto BDT. 90,000/-).

Age limit : 45 years (age limit will be relaxed in case of potential candidate).

Duty Station : Dhaka

Job Purpose:
Under the direct supervision and management of Finance Director, the Finance Manager will be responsible for overall finance management of Population Movement Operations (PMO) Project of BDRCS.

Roles and Responsibility:

Financial Accounting

- Ensure proper and effective accounting systems for the recording of all financial information;
- Make payments after verification of the accuracy, validity, legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, invoices), proper coding and approval by responsible managers before payments are made;
- Review and ensure the correctness of monthly accounts and cash & bank reconciliations for timely submission into Accounting system;
- Ensure that supporting documentation and finance procedures are compliant with BDRCS and donor requirements;
- Manage cash flow, ensuring that regular and accurate transfer requests are made;
- Coordinate with project team to ensure proper planning and budgeting
- Assist the Project Director in the production of BDRCS financial reports, Financial Planning Sheet and year-end as required.
• Responsible for the management of staff payroll ensuring accurate and timely payment;

**Project Reporting**

• Set up and produce timely, accurate monthly management reports which analyse financial results, highlight variances, and monitor budgets; and to assist with the interpretation of these reports to budget holders;
• Work with the relevant staff in the project/country office to produce project budgets and forecasts as required, including the detailed budget sheets;
• Produce donor reports for designated projects.

**Accounting Management**

• Support Programme staffs in the production of project budgets and proposals, advising on assumptions, risks and opportunities contained within the budgets;
• Review and ensure that the financial aspects of all funding proposals meet BDRCS standards and requirements;
• Identify the financial information needed by the NHQ and to set up systems to ensure that these needs are met;
• Undertake visits to field office(s) or partners to help ensure quality is maintained in all aspects of financial management.

**Provision of Technical Support and Advice**

• Work with members and partners, helping set up accounting systems and procedures that are required by BDRCS. To monitor this work, highlighting any shortfalls and agree required management actions with relevant staff;
• Contribute to the efficient running of the team by assisting in the development of procedures and the improvement of standards across PMO Finance team;
• Ensure that monthly budget monitoring is carried out and proactively keep the NHQ Finance Team updated;
• Be part of a multifunctional team that can assume tasks or responsibilities that are not necessary defined in this job description. This requires adaptability and high collaborative team spirit.

**Qualifications:**

• Minimum Bachelor in commerce.
• Masters/ MBA in finance/ accounting will be given preference.
• Professional degrees will be added advantage.
• Expertise on software based financial reporting.

**Person’s Specification:**

• Minimum 10 years of relevant work experience preferably with development/humanitarian sector in financial management position;
• Budget management experience and high levels of financial literacy;
• Essential experience of working with INGOs or international agencies preferably as financial management position;
• Significant experience in budget planning skills for multiple donors;
• Sound analytical and influencing skills;
• Ability to work independently as well as in a team;
• Excellent interpersonal and teamwork skills, working with different groups and nationalities;
• Strong initiative and self-motivated, with a strong commitment to humanitarian principles;
• Ability to multi-task and cope with competing demands under tight deadlines, identify priority activities and assignments, adjust priorities as required;
• Fluency in English.
• Ability to develop financial reports through using of accounting software.
• In good mental and physical health.
Personal Qualities:

- Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
- Act at all times in accordance with the Code of Conduct
- Able to work in a team and respects opinions of others
- Honest and high level of integrity
- Assist the organization on occasion, in times of national, international, local emergencies or major disasters

If you think you are competent enough for the position, please apply online by 20 August 2020.

Apply: https://hotjobs.bdjobs.com/jobs/bdrcs/bdrcs181.htm

Only shortlisted candidates will be notified.
BDRCS is an equal opportunity employer