



Partenaires en Population et Développement (PPD)
Une Organization Inter-Gouvernementale
pour la promotion de la coopération sud-sud

Temporary Finance Officer

JOB DESCRIPTION

Job title:	Finance Officer
CORE:	Management and General Support
Post level:	NP
Name of department:	Executive
Location:	Head Office, Dhaka, Bangladesh
Post reports to:	Executive Director

A. JOB PURPOSE

To coordinate and facilitate the support on budgeting, forecasting, and financial decision-making of the organization.

C. KEY PERFORMANCE AREAS

- C.1.** Budgeting and Financial analysis: Assist in the preparation of annual budgets in collaboration with department heads and provide support in financial analysis to support decision-making processes and monitor the budget implementation plan. Provide financial analysis for insights into financial trends, cost control, and revenue enhancement and identify and assess financial risks and recommend mitigation strategies and implement measures to safeguard the organization's financial health - (10%)
- C.2.** Financial Transactions: Process and record all financial transactions, and all bank related work, including accounts payable, accounts receivable, and payroll and maintain accurate and up-to-date financial records, and voucher signatures in the accounting system. (10%)



- C.3.** Financial Reporting: Ensure timely and accurate submission of financial reports, which include preparation of monthly, quarterly, and annual financial reports for management and stakeholders. (20%)
- C.4.** Compliance: Monitor and ensure compliance with relevant financial regulations and standards and implement and enforce financial policies and procedures of PPD. (20%)
- C.5.** Audit Support: Collaborate with external auditors during the annual audit process and prepare audit schedules and respond to audit inquiries. (10%)
- C.6.** Cash Management: Manage daily cash flow, including monitoring bank balances and reconciling accounts, and optimize cash management processes to ensure efficient use of resources... (15%)
- C.7.** Grants and Fund Management: Administer and monitor grants and funds received by the organization and ensure compliance with grant requirements and reporting (15%)

B. INHERENT REQUIREMENTS OF THE JOB

D.1	Knowledge	Knowledge of South-South Cooperation frameworks Knowledge and experience in the population and development sector Knowledge of Population and Development Policy
D.2	Skills	Computer Literacy Planning and organising skills Resources management skills Communication (written, verbal and liaison) skills Problem solving skills Interpersonal skills Negotiation skills
D.3	Personal Attributes	Accurate Ability to work under pressure



		Ability to work in a team and independently Friendly and trustworthy Diplomacy
D.4	Training Field	To be determined in PPD
D.5	Education and Experience	Master's degree in finance, Accounting, or related field. Preferably a Chartered Accountant or CA course completed. At least 5 years of experience in finance and accounting with INGs or UN Agency Proficiency in Prime Tally software and Microsoft Office Suite. Strong analytical, communication, and interpersonal skills.
D.6	Disability (Please indicate if a person with a disability can be accommodated in this post) e.g. Deaf, blind, wheelchair. etc.	A person living with a disability will be accommodated.