



## **TERMS OF REFERENCE FOR THE POSITION OF THE HEAD OF FINANCE**

**GRADE LEVEL:** NP-4; Step-5 on PPD Salary Scale (US\$40703.35 per annum) and National Salary Benefits

### **Roles and Responsibilities**

The position reports to the Executive Director. The Head of Finance shall define and implement the financial strategy of Partners in Population and Development (PPD). He or she shall prepare budget statements and carry out financial and accounting management for PPD and prepare annual reports on the situation of the PPD's activities. In addition, he or she shall supervise the annual budget preparation for PPD and implement the same.

### **(B) SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES:**

Within the limits of delegated authority, the Head, Finance is responsible for the following duties:

- Manage all accounting and financial operations, including procurement, payments, accounts payable, the general ledger, revenue recognition, and outsourced payroll.
- Prepare and publish timely monthly financial statements and flux analysis for balance sheet and income statements to ensure all entries are properly recorded and fully analyzed.
- Lead and support PPD month-end and year-end close processes in line with strict corporate deadlines across all entities.
- Develop and maintain the PPD accounting policies to ensure compliance with relevant accounting standards.
- Proactively monitor, review, research, and interpret PPD and IFRS standards and analyze emerging accounting pronouncements for financial statements and operational impact to the PPD
- Lead the effort in the development and implementation of internal control procedures and the identification of risks and inefficiencies.
- Act as the primary interface with PPD external auditors and coordinate the planning and execution of all required statutory audits.
- Conduct financial planning and analysis, including reporting and compliance activities.

### **(C) ACCOUNTABILITIES:**

Ensures the implementation of operational and financial management strategies, focusing on the achievement of the following results:

- Advice to senior management on strategic financial resource management
- Authoritative interpretation of requirements for handling transactions, advice, and guidance concerning PPD financial practices and rules
- Operational efficiency of the managerial or accounting aspects of the areas managed
- Continuous analysis and monitoring of the financial situation, presentation of forecasts for projects
- Full compliance of financial activities, the financial recording and reporting system, and audit follow-up with PPD rules, regulations, policies, strategies, and IPSAS standards
- Implementation of effective internal control and the proper design and functioning of the financial resources management system.
- Proper planning, expenditure tracking, and audit of financial resources, including extra-budgetary income, in accordance with PPD rules and regulations
- Financial resources management involves the planning, guiding, and controlling of the resources in accordance with PPD rules and regulations.
- Contributing to the preparation and monitoring of budgets
- Establishment of the budget preparation and modification monitoring system, control of budgetary status versus authorized spending limits (ASL), and budget delivery levels
- Elaboration of the internal expenditures' control system, which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in the Enterprise system; Payrolls are duly prepared; travel claims and other entitlements are duly processed; receipting of goods and services and establishment of accruals are properly done.

#### **(D) MANAGEMENT FUNCTION**

As Head of Finance, accountable for the correct and consistent application of policies and procedures in the management of Finance functions through the provision of technical leadership, guidance, and support to the country office and sub-offices where applicable.

Contributes to strategic planning and policy changes/formulation on finance matters as necessary. Provides technical input to the establishment of administrative and Finance guidelines. As an Advisor to the Executive Director, the incumbent updates staff on administrative and Finance policies, procedures, rules, and regulations, providing authoritative advice and administrative support. Decides on the appropriate application and interpretation of administrative rules, regulations, policies, and procedures.

Coordinates the Finance of the organisation to support policy reform in financial management; advises on the applicability of new policy directives. Makes substantive recommendations on the improvement of systems and internal controls, planning, restructuring, and resolution of sensitive issues. Keeps the Executive Director abreast of potential problem areas and identifies and recommends solutions. Prepares reports on administrative matters.

Work in close cooperation with the Executive Director to promote a culture of the highest ethical standards and behaviour in management. Contribute to initiatives for management improvement by capturing, institutionalizing, and sharing best practices and lessons learned. Implement and/or recommend management improvements to enhance productivity and performance including the implementation of cost-saving strategies.

Oversees administrative support and services of the organisation including preparation of service contracts, preparations of requisitions for all administrative supplies and guidance on administrative procedures. Manages oversight on the activities of Financial Service Providers to ensure efficient transfer of funds to programme and project sites.

#### **(E) PERFORMS ANY OTHER DUTIES AND RESPONSIBILITIES ASSIGNED AS REQUIRED**

Performing additional duties and responsibilities assigned by the Executive Director in conformance with the policy, standards, rules, and regulations of PPD

#### **(F) EDUCATION AND PROFESSIONAL EXPERIENCE**

An advanced university degree (**minimum of a Master's degree and preferably a PhD**) in Finance, Accounting, or equivalent certificate from a recognized University is mandatory. **Qualified Accountant (Chartered Accountant or equivalent) and Membership of a professional body such as the ACCA, ACA, etc. are mandatory.**

A minimum of 15 years of progressively responsible experience in the area of finance, financial risk management, or any other comparable experience in a Big 4 (or equivalent) Accounting firm and in industry, preferably with multinational companies, is desirable. Proficiency in the use of the following types of accounting software (general accounting software, payroll software, inventory management software, and invoicing software), with specific competence in two or more of the following accounting software: Tally ERP, NetSuite, QuickBooks Online, Desktop Pro, Sage Intacct, FreshBooks, QB Enterprise, Xero, SAP Business One, Blackline, and Acumatica, among others is mandatory.

#### **(G) OTHER MANDATORY AND DESIRABLE REQUIREMENTS**

**Ability to work in a multicultural environment is a must. *Work experience in the United Nations, an international organization, an intergovernmental organization and/or government agency is desirable.*** For the position advertised, fluency in English is required. Knowledge of French or another official United Nations language is an advantage.

#### **HOW TO APPLY**

Interested candidates from PPD Member Countries should submit their resume by email or by postal address below with a motivation letter stating why they are suitable for the position, along with certified copies of degrees, diplomas and certificates including names and contact details (organization, phone number and e-mail address) of three referees **not later than 15 December, 2025**

Email: [jobs@ppdsec.org](mailto:jobs@ppdsec.org)

Address:

Executive Director

Partners in Population and Development (PPD)

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Sher-E-Bangla Nagar, Dhaka- 1207