

ROLE PURPOSE



Role Title: Finance and Operations Manager

Division: Program Implementation

Location: Dhaka, Bangladesh

Date: January 2024

Employment type: Full time, Fixed term

Reports to: Country Manager

Number of direct reports: 2

Leadership Band: Lead Others

Purpose of the role:

The Finance & Operations Manager will oversee Finance, Procurement and Logistics, Human Resources and General Administration accountabilities for the Bangladesh Country office. This is a senior role, underpinned by strong financial acumen and operational experience across the areas of operations. The Finance & Operations Manager will organise and oversee the effective and efficient stewardship of resources and systems for the FHF Bangladesh Office and financial systems through effective implementation of financial, human resource, procurement, logistics and administrative policies and procedures determined by the FHF Sydney Office and local legal requirement.

Key Responsibilities:

Financial Management

- Provide leadership and support to the Finance team in implementing appropriate financial policies and procedures for FHF Bangladesh, aligning them to the FHF Finance Manual and local statutory regulations.
- Take a lead role in the development of the FHF Bangladesh's Financial Accounts, budgeting process, quarter review performance to budgets, reliable forecasts to support the program objectives of FHF Bangladesh and observe donor requirements.
- Lead the efficient roll out of the new business systems and ensure alignment & compliance of in-country operations and procedures that are consistent with FHF policies, global standards and values.
- Ensure timely accurate cash forecasts are prepared and monitored.
- Oversee the use of financial management and donor reports and program data analysis to inform decisions on value for money and identify new strategies for remedy.
- Coordinate and oversee planned financial monitoring schedule and timely donor and statutory audits.
- Coordinate and facilitate internal and external audits, ensuring accuracy and completeness of financial records and adherence to audit recommendations.
- Ensure compliance with tax regulations and legal requirements related to financial operations, registrations, and reporting as per National Board of Revenue (NBR).

Procurement and Logistics

- Develop workable procurement and sourcing strategies by identifying qualified suppliers and ensure good negotiations with vendors to secure advantageous terms upholding our procurement procedures and conflict of interest policy.
- Supervise development and usage of partner and office inventory systems that ensure maximum use of available goods/services and tracking assets managed directly by the Country office and those donated by Partners.
- Oversee identification, development and maintenance of country logistics including local and international staff travel and accommodation.

Programs Support

- Hold periodic reviews on program and operations expenditure against approved budgets with the relevant heads for decision making and follow up on actionable variances
- In liaison with the Senior Manager and Manager of Programs, spearhead and maintain integration between program and finance.
- Ensure finance team provide grant management support on identified funding.

Admin and IT

- Ensures the use of effective selection, administration and maintenance of office agreements, items and environment
- Coordinate and manage organizational space planning.
- Coordinate the IT component of new systems development and upgrades within the FHF Bangladesh Office.
- Act as the primary point of contact with the NGO Affairs Bureau. Oversee the process of registration, renewal, and documentation required by the NGO Affairs Bureau, ensuring all necessary paperwork is accurate, complete, and submitted within designated timelines.
- Prepare and submit financial reports, statements, and other required documentation to the NGO Affairs Bureau as required
- Provide leadership in FHF Bangladesh's compliance to issues of governance
- Work with FHF Sydney Corporate Services, ensure that all necessary insurances are in place and up to date.

Security Coordination & Risk Management

- With support from program, implement the FHF Bangladesh security plan and act as an advisory to the Security focal person of the country.
- Support the country manager in risk management for the Bangladesh programs and build capacity in risk identification and managing Board Risk Reporting.
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- Maintain the security policies and procedures annually and make recommendations to the security working group.

Human Resource

- Work in collaboration with the relevant People and Organization Development (POD) team members to ensure there is clear concurrence between local people applications and global requirements.
- Participate in the recruitment and selection of all new staff, where possible and ensure proper maintenance of HR records.
- Serve as a resource for line managers in handling employee issues and assisting them in effective conflict resolution.
- Oversee administration and payroll management as per approved remuneration and benefits and the maintenance of associated records, inclusive of all employee benefits and entitlements.
- Work with the Country Manager and the POD team to develop appropriate local human resource practices and assist with the local roll out of Global Policies, Procedures and Systems.

Capacity Building and Financial Systems Strengthening

- Provide mentoring and coaching to staff to strengthen their skills and understanding of financial management and of FHF's processes and systems.
- Regularly review the performance of direct reports, mentor and provide guidance for the development of their financial capacity and contribution to the organisation.
- Assist in identifying the key financial skills, capabilities and resources needed by staff and recommend ways to obtain and/or strengthen these.
- Working in close collaboration with partners, undertake continuous assessment and provide feedback and advice on areas of improvement in their internal controls, financial systems and processes to strengthen the management of their projects.

Leadership & Management

- Role model to a high standard The Foundation's policies and procedures, values and leadership standards
- Proactively contribute to the development of the divisional strategy
- Ensure all direct reports have clear performance goals and development plans which enable them to succeed
- Ensure the effective management of the division's resources (financial, technical and operational) to achieve the Foundations strategic objectives
- Effectively select, retain and develop talent, experience and skills to help build a strong Foundation
- Proactively lead a team, to ensure a high standard of employee engagement

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- Strong leadership experience in an INGO environment.
- Strong experience in managing finances in a senior position.
- Strong experience in managing operations (human resources, supply chain, administration and IT)
- Experience dealing with an English-speaking head office and matrix reporting environment.
- Grant management and donor funded reporting experience.
- Experience and expertise in working with partners.
- Sound knowledge of current legislation and regulatory requirements relevant to NGO Affairs Bureau and NBR.
- Good knowledge of Bangladesh employment labour laws
- Good knowledge of procurement processes and internal control systems.
- High level of computer literacy with sound knowledge of financial accounting software and spreadsheet packages

	<ul style="list-style-type: none"> • Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls
<p>Skills:</p> <ul style="list-style-type: none"> • Outstanding Leadership, organizational and time management skills including the ability to prioritize and multi-task work. • Excellent communication skills, including fluency in written and spoken English. • Must be able to build and maintain strong relationships with a wide range of stakeholders. • Strong influencing and negotiation and problem-solving skills. • Strong interpersonal, facilitation and presentation skills • Demonstrated capacity to work effectively in cross cultural / mixed language environments. • Coaching and capacity building skills of working within teams. • High Integrity and ethics. 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Knowledge of SUN Systems and MS Office
<p>Qualifications:</p> <ul style="list-style-type: none"> • Master's degree in finance, Accounting or related field. • Qualified CA or CMA is preferable. <p>Travel:</p> <p>Both Domestic and International</p> <p>This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details</p>	<p>The position involves:</p> <p>This position is recognised as having "Contact with Children" either direct or indirect (note: all positions are classified as having indirect or incidental contract with children)</p> <p>This position does not involve "Working with Children" either direct or indirect.</p> <p>Additional Responsibility:</p> <p>Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p> <p>To work in The Foundation, you will:</p> <ul style="list-style-type: none"> • Be eligible to work in Australia and other regions where you will be based • Undergo background check including criminal records and qualifications check • Undergo working with children check for positions that are identified as working with children