

ROLE PURPOSE



Role Title: Finance & Operations Coordinator – Asia

Division: Business Operations

Location: Dhaka

Date: April 2024

Employment type: Full time, Permanent with flexible work arrangement

Reports to: Finance Transformation Manager – Programs & Asia

Number of direct reports: 0

Leadership Band: Leads self

Purpose of the role:

The **Finance & Operations Coordinator – Asia** is accountable for assisting the production of the group and local financial accounts, supporting the day to day operations of the Global Finance team, compliance with regulatory requirements and best practice with regards to audit support for the annual Global external audit, consistent with the strategic planning, design and operational delivery of **Business Operations and for Programs** objectives that are aligned to The Foundation's strategic framework.

The **Finance & Operations Coordinator – Asia will own the outcomes of:**

1. Ensure the effective management of the Country Support Network (CSN)'s resources (financial, technical and operational) in order to achieve the Foundations strategic objectives.
2. Ensure periodic and end of year financial reporting, including the preparation of annual financial statements are completed within agreed timeframes.
3. Role Model to a high standard The Foundation's policies and procedures
4. Provide high quality customer service with specialist financial advice, analysis and technical assistance to internal stakeholders.
5. Constructively contribute and collaborate with all colleagues.
6. Manage the cash balances of the Foundation to ensure finance is always available to achieve the Foundations strategic objectives.
7. Prepare and review various monthly reconciliations of the General Ledger ensuring that the balance sheet is correct.
8. Other tasks as requested by your manager.

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:

- CPA or CA Qualification with strong working experience in accounting roles
- Sound knowledge of reconciliations, consolidated financial statements and Treasury Function
- Demonstrated experience in preparing notes and audit supports for consolidated financial statements incorporating foreign entities.
- Demonstrated experience in using multiple financial systems and the ability to assimilate with emerging technologies/ systems.
- Demonstrated experience of cashflow reporting and monitoring
- Demonstrated experience acting as a bank account administrator for a medium sized or large organisation.
- Demonstrated ability to maintain positive public relations with internal and external stakeholders

Skills:

- Sound knowledge of financial accounting systems
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- Strong problem-solving skills and ability to initiate tasks without supervision.
- Advance level skills in in computer usage-Excel, Word and E-mails systems
- Strong ability to meet deadlines.
- Strong analytical skills
- Strong planning and organisational skills

Desirable Experience:

- Experience in an international NGO environment or multinational corporation.
- Experience with project planning.
- Experience with change management

Qualifications:

CPA or CA Qualification

Travel:

Required on occasion

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

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
This position does not involve “Working with Children” either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Bangladesh.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children