

Global Alliance for Improved Nutrition

Job title:	Junior Associate, Finance and Administration
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Classification:	Grade 2	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	20%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The Junior Associate, Finance and Administration will be responsible for supporting financial, administrative, and office management activities for the GAIN Bangladesh team and projects in compliance with donor regulations and organizational policies. The Junior Associate, Finance and Administration will support the project team to ensure that the financial and administrative operations are carried out efficiently to achieve the project's objectives.</p>
<p>Tasks and responsibilities</p> <p><u>General Finance Support (60%):</u></p> <ul style="list-style-type: none"> • Collect and verify bill/invoices, vouchers, accounts receivables, accounts payable, accounting records, financial statements, and other financial reports cash flow to assess accuracy & status and ensure copies of the document are properly scanned and archived for future references. • Prepare payments, bank transfers and process bank transactions • Communicate with the bank for banking related tasks including collection of bank statements, amendment of the list of signatories, cheque requisition & collection etc. • Ensure payment to staff, vendors, service providers on time. • Prepare, receive and journal vouchers for bank and cash payments. • Handle petty cash payments, advance requests and transactions following the correct procedures and keeping petty cash safe all the time. • Balance and reconcile petty cash on a daily basis to detect mistakes, prevent the float being depleted before it is replenished • Preparation of daily/Weekly cash collections, payments and balances report. • File all necessary slips, cash slips or invoices received when purchasing items. • Prepare the financial statements & reports related to day-to-day business operations. • Daily updating of the cash book, bank book & cash flow management forward to Management.

Global Alliance for Improved Nutrition

- Support the supervisor to prepare monthly bank reconciliation statement, month & year ended financial statement.
- Assist with both internal and external statutory audits.
- Input tax related information to Electronic Tax Deduction at Source (eTDS) system, deposit tax amount to Government Revenue Account and generate A-challan from Electronic Tax Deduction at Source (eTDS)
- Assist in preparing VAT & Tax ledger, monthly Tax report and submission of the report.

General Office Administration (25%):

- Ensure functioning of all office supplies-electricity, water, telephone services and timely payment of bill of the GAIN Bangladesh Country Office.
- Ensure office security and healthy/hygienic environment in the GAIN Bangladesh Country Office.
- Maintain all office files and record and keep update to date.
- Supervise, monitor, follow up and provide guidance to Office Attendant for improved performance.
- Coordinate and communication with life insurance agency to fulfil the requirements of GAIN Bangladesh employees.
- Prepare renewal of operational contracts including office rent, vehicle rent, internet services, etc. of GAIN Bangladesh Country Office.
- Follow up staff attendance and provide the report as and when required.
- Maintain and update the office assets stock registers/database as per the prescribed format ensuring proper recording of consumables items.
- Prepare asset movement report as and when required and conduct half yearly asset verification
- Keep all office equipment, furniture in good/safe condition in line with GAIN standard operating procedures of GAIN Bangladesh Country Office.

Partner Monitoring & Visit - DFST Portfolio (10%):

- Support with partner selection process, check diligence as per the GAIN policy and procedures.
- Regularly visit the partner office and review their financial documents as well as financial reports.
- Provide necessary feedback to the partner's finance staff for their improvements.
- Ensure partner's documents are properly preserved the GAIN custody for future references and partner's payment are completed on time.

Logistics & Event Management (5%):

- Support for internal meetings, trainings, workshops, seminars and other events logistics when required
- Assist staff members to prepare purchase requests for all kinds of materials/equipment and get necessary approval after checking the necessity and availability of budget and funds.
- Coordinate with the various departments for all office administration/logistics support.

Key organisational relationships

- Reports to Head of Operations, Bangladesh
- Country Director, Portfolio Lead, Project Managers and other project employees.
- All Country Office staff and Global Team

Global Alliance for Improved Nutrition

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • A dynamic individual with good interpersonal and communication skills in multicultural, multi-lingual environments. • Ability to prioritize and work well independently under pressure to meet deadlines. • Explicit and systematic thinking demonstrates good judgment, expert problem solving, and creativity. • Initiative-taking, solution-oriented and flexible, willing to travel in challenging environments. • IT literacy with excellent MS Office skills. • Fluency in both written and spoken in Bangla & English • Proven ability to work effectively in a team environment and matrix structure.
<p>Experience</p> <ul style="list-style-type: none"> • Proven track record in the areas of finance and administration in INGO/NGO. • Sufficient knowledge of statutory compliances including VAT, Tax and Non-Government Organization (NGO) Affairs Bureau related tasks. • Experience of handling and working with donor requirements. • Strong knowledge of finance and administration related tasks. • Excellent negotiation, communication, and relationship management skills. • Strong analytical and problem-solving skills. • Ability to manage and prioritize multiple tasks and work under pressure.
<p>Education</p> <ul style="list-style-type: none"> • Bachelor's degree/Master of Business Administration (MBA) in Finance, Business Administration, or a related field.
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • A competitive remuneration package • Flexible working hours through hybrid working opportunities • Friendly working environment • Professional development opportunities • The chance to make a lasting contribution to reducing global malnutrition