

Global Alliance for Improved Nutrition

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| Job title: | Junior Associate, Finance and Administration |
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| Classification: | E2 - Junior Associate | 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 UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

| DESCRIPTION |
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| <p>Overall purpose:</p> <p>The Junior Associate, Finance and Administration will be responsible for managing payment processes, the Partner's financial report review and supporting document checks, and will contribute to the financial management of the project's implementation.</p> <p>They will assist with the compliance and financial risks, providing financial information/data of the performance of the project and will ensure timely reporting. They will support the Technical Assistance Project Proposal (TAPP) led by the Ministry of Industries (MoInd) for budgeting, inter items cost adjustment, and reporting.</p> <p>The postholder will closely work with the Ministry of Industries (MoInd), Bangladesh Standard and Testing Institute (BSTI), and Bangladesh Food Safety Authority (BFSA) and other government and non-government organizations. They will provide support to the finance and Admin department for budgets and financial planning, general accounting, accounts payable, accounts receivable, and procurement. They will report to the Head of Operations in close coordination with the project team.</p> |
| <p>Tasks and responsibilities</p> <p>Financial and Accounting related activities:</p> <ul style="list-style-type: none"> • Performing all duties in compliance with the financial procedure's manual. • Providing administrative support to the Finance and Program team to prepare the annual budget, quarterly forecast, and monthly and periodical financial statements. • Assisting to prepare Technical Assistance Project Proposal (TAPP) report (Budget vs Actual) • Issuing individual staff advance against field event implement and adjust maintaining the policy. |

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- Maintaining the petty cash book –handling petty cash, replenishment etc.
- Dealing with banking activities and supporting the preparation of vouchers
- Preparing and ensuring that accounts payable documents (e.g., invoices, payment requests) are complete for approval and payment

Administrative and Operational activities:

- Assisting staff members to prepare purchase requests for all kinds of materials/equipment and taking necessary approval after checking necessity and availability of budget and funds.
- Assisting storekeeper to manage stock register/record.
- Maintaining assets inventory and managing all assets by keeping up to date and making periodical physical verification.
- Working with Auditors to fulfil their requirements, supporting with the maintenance of compliance and relevant documentation
- Providing assistance to the Program team to maintain the monthly work plan of program activities.

NGOAB and Government Compliance:

- Prepare and review the Foreign Donation Act (FD)- FD-6, FD-2, FD-3, FC-1, FD-7
- Submission of FD-6, FD-2, FD-3, FC-1, and FD-7 by forwarding letter to NGO Affairs Bureau (NGO-AB)
- Regular communication with NGOAB for funds and other clearance
- Provide query answers to NGOAB as-needed basis
- Other any work of NGOAB
- Issue 6.6 to suppliers
- Prepare 6.10
- Ensuring the timely update and submission of VAT returns Ensuring timely update, preparation, and submission of monthly and half-yearly TAX returns

Procurement:

- Assisting to prepare procurement plan based on requirements of the project
- Communicating with vendors for procurement according to GAIN Finance Policy and ensure the EOI/ RFP and ToR's are properly formulated
- Carrying out due diligence check of partners and service providers according to GAIN Finance Policy
- Providing support to colleagues to raise purchase order and contracting the vendor
- Maintaining documentation of the procurements
- Communicating with Clearing and Forwarding (C&F) agents and gather information of both local and international requirements (Consignee, Import Permit, Logistics, Port Requirements-Air, Sea, Land etc.) for smooth initiation & delivery of goods and services
- Liaising with GAIN Global offices, shipping, freight forwarding, port, customs, private off docks & all concerned Government Authorities for smooth operation and supporting to arrange documentation for clearance of goods and services
- Following up with C&F agents for delivery of good and services.
- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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Key organizational relationships

- Reports to Head of Operations, Bangladesh
- Country Director, Portfolio Lead, Project Managers
- All Country Office staffs and Global Team

JOB REQUIREMENTS

Competencies

- 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.
- Negotiation and advocacy skills to facilitate the private companies to liaise effectively.
- 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 English
- Proven ability to work effectively in a team environment and matrix structure

Experience

- Proven related experience in Finance and Admin functions within a finance and office support role
- Demonstrable experience and knowledge in financial transactions and administration – bookkeeping, processing staff payments and payments runs, reporting, compliance and auditing
- Experience in using QuickBooks accounting software is an advantage
- Experience in managing cash
- Experience working with an International NGO is an advantage

Education

- Bachelor's degree, preferably in Accounting/Finance/Business Studies or an acceptable combination of education and experience

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities