

Global Alliance for Improved Nutrition

Job title:	Finance and Administrative Assistant
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Classification:	E1	Direct reports:	0
Work location	Dhaka, Bangladesh	Travel required:	Up to 25%

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 consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance and Administrative Assistant will provide overall accounting service and administrative support in the general management of the office and support to the country programs.</p> <p>The position will report to the Finance and Administration Manager and requires working closely with all office colleagues. You will support office management and administration, procurement, logistics reporting and filing.</p>
<p>Tasks and responsibilities</p> <p><u>Finance Support</u></p> <ul style="list-style-type: none"> • Prepare vouchers according to GAIN finance policy and procedures • Support the finance team to prepare financial statements • Follow up on regular payments to support finance team • Assist in filling necessary vouchers • Tax and Vat submission to government • Support Finance Associate in monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by GAIN headquarter are met <p><u>Human Resources Support</u></p> <ul style="list-style-type: none"> • Maintain sickness, leave administration of the employees from LEAN program • Responsible for the filing of confidential HR documents and regular follow up in terms of Insurance policy with the agencies <p><u>General Support</u></p> <ul style="list-style-type: none"> • Keep agendas up to date, organizes travel arrangements, accommodation, local transport and security advice, IT and Telephone management • Understand and able to work on FD6, FD2, FD3 to be submitted to NGO affairs bureau • Coordinate with Assistant Technical Coordinators in LEAN project in regard to any administrative and logistics related tasks

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Logistics Services

- Make travel arrangement for the team, attend visitors, provide ICT support and arrange the project procurements, based on the authorization, guidelines and with the approval of the finance and administrative manager
- Timely verification of stocks and assets, inventories at the office and project sites as deemed fit
- Complete Purchase Orders and process Purchase Orders Payments for procurement of goods and services

Key organisational relationships

- Reports to Finance and Administrative Manager
- Works with staff in the Bangladesh office on all operations related activities
- External suppliers and stakeholder organizations in Bangladesh

JOB REQUIREMENTS

Competencies

- Good working computer knowledge with proficiency in basic office software specially MS Office Excel. Knowledge of accounting software preferable QuickBooks
- Proactive with a commitment to quality and accuracy with close attention to detail
- Able to prioritize, multi-task, and work well under pressure with frequent deadlines
- Strong interpersonal and communication skills
- Willingness and ability to travel
- Be honest, ethical and committed
- Be reliable, responsible, and dependable and fulfilling obligations

Experience

- Minimum 2 years' relevant work experience
- Experience in using QuickBooks accounting software is preferred

Education

- Bachelor's Degree in Accounting/ Finance

Other requirements

- Good in spoken and written English

WHAT GAIN OFFERS

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