

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Associate – Finance and Administration		
<b>Classification:</b>	Grade 4	<b>Direct reports:</b>	0
<b>Work location</b>	Dhaka, Bangladesh	<b>Travel required:</b>	30%

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
<p><b>Overall purpose</b></p> <p>The Senior Associate - Finance and Administration will be responsible for all aspects of finance and providing essential financial services to the programme operations teams whilst ensuring compliance with global GAIN policies, systems and procedures.</p> <p>This position is expected to be both responsive and proactive to operational requirements with an ability to plan the work of programme support. He/she is responsible for the Payment process, compliance and internal control working Head of Operations, Country Director, Portfolio Leads/Senior Managers and Project Managers.</p> <p>The post holder will ensure that appropriate financial regulations and controls are always in place for the country office and in compliance with external requirements, such as local laws and regulations and donor, partner, service provider and vendor contractual obligations.</p> <p>The role will report to the Head of Operations and provide essential support to the staff and consultants in maintaining good relationships with external stakeholders.</p>
<p><b>Responsibilities:</b></p> <p><b>Internal Governance Management</b></p> <p>You will support strengthening internal governance including legal matters such as registration and working with NGO Affairs Bureau (NGOAB). The following is an illustrative but not exhaustive list of tasks:</p> <ul style="list-style-type: none"> <li>• Related to NGO Affairs Bureau on statutory compliance requirements and getting approval and fund clearance. Coordinate with other ministries on approvals, and statutory and legal compliances in adherence to country law. Coordinate and liaise with various government and local area authorities for statutory and legal compliances as per local law.</li> <li>• Support the Head of Operation to follow up on the timely and appropriate resolution of legal cases in which GAIN may be involved, in the best interests of GAIN.</li> <li>• Support the Head of Operations to ensure that accounting controls evolved are actually complied with country rules and regulations in accordance with HQ's guidelines. In addition, provide need-based support A Wahab &amp; Co. in terms of reviewing the internal control system in the GAIN Bangladesh office.</li> </ul>

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### **Payment Process, Budget and Grants Management:**

- Responsible for supporting the Head of Operations in the preparation of budget and project implementation in the country office.
- Responsible for all types of payment processes from GAIN Country office and Global office. Ensure financial transactions are recorded in line with GAIN norms and standards in a timely fashion. Maintain financial records including ledger, journal, petty cash and cash books and bank books.
- Support the Head of Operations to ensure the availability of Finance manual and procedures, their understanding by employees, Executive Agencies and consultants and their successful implementation.
- Ensure accurate and timely release of salary and other payments to staff.
- Coordinate and maintain communication with local banks to ensure the operation and timely review of bank statements and bank reconciliation.
- Support the Head of Operations in the preparation of financial management reports and meeting the requirement of the donors and external audit (GAIN year-ended financial audit).
- Support in reviewing of partners' financial reports and help them to build their financial capacity. Ensure due diligence before selecting a partner for any project.
- Support in the preparation of country budgets and finalize them in collaboration with HQ finance and program departments.
- Provide support to A Wahab & Co. while reviewing/ examining financial documents
- Secure the proper filling and storage of all financial records

### **Local Law and NGOAB-related Support:**

- Support the Head of Operation to prepare and timely submit Foreign Donation form-6 (FD-6, FD-2 & FD-3) as per the prescribed format of the NGO Affairs Bureau and made amendments when it is required. Will respond to queries of NGO Affairs Bureau in obtaining approval/ fund clearance and coordinate with NGO Affairs Bureau on fund clearance approval.
- Support to ensure to comply with the NGO Affairs Bureau in terms of project approval, yearly fund release and reporting requirements.
- Prepare a progress report as per the prescribed format of the NGO Affairs Bureau at the end of the year to get funds for the next year.
- Preparation of the audit query if any for NGO Affairs Bureau.
- Ensure properly deducted Tax and VAT before making any payment from GAIN BD office.
- Prepare monthly payment withholding Tax & VAT to the government treasure account as per NBR rules and regulations.
- Support the Head of Operation to prepare the half-yearly withholding tax return and submitted to the tax circle office.
- Support the Head of Operation to prepare our annual organizational tax return and submitted to the tax circle office before the 30 November of the following Income year.

### **General Support:**

- Ensure all service contracts are valid and maintained and renew, revise or close.
- Ensure GAIN policies and procedures adhere with a special focus on purchase following due diligence as per terms and conditions of procurement policy as well as country-specific procurement committee.
- Ensure absolute integrity and transparency in the procurement function and ensure the best value for money is obtained and requirements of GAIN are met in a cost-effective and timely fashion. Ensure timely and accurate payments to vendors.
- Record employee benefits including medical and relevant HR data regarding the country office.

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- Timely verification of stocks and assets, and inventories at the office and project sites as deemed fit.
- Ensure system integrity, security of the system and easy accessibility of the required information and cost-effective maintenance of all IT equipment.
- Support Programme team to ensure budget expenditure is on track

### Key organizational relationships

- Reports to the Head of Operations
- GAIN Bangladesh Staff
- Government functionaries
- Legal retainers/Auditor/Tax Consultant
- Vendors /Landlord/Consultants

## JOB REQUIREMENTS

### Competencies (Skills and Attributes)

- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Problem-solving, decision making and delegation skills.
- Excellent oral and written communication skills (English)
- Ability to work without close supervision.
- Knowledge and skill in introducing and implementing GED (Gender Equity and Diversity) principles.
- High-level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Compassion, tact and sensitivity.

### Experience

- Substantial experience in a similar finance and accounting position, internal audit/compliance.
- Experience working with an International NGO preferred.
- Experience in managing private sector funding and external consultancies.
- Computer literacy with excellent MS word, MS Excel, Outlook, and PowerPoint skills.
- Experience using Navision or similar accounting software required.
- Familiarity with Salesforce is a plus

### Education

- Professional accounting qualification.
- Bachelor's degree or equivalence in Accounting, and other allied sciences or equivalent work experience
- Post Graduate degree in finance or business management desirable

### Other requirements

- Business English is required
- Local Language is desirable

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WHAT GAIN OFFERS
<ul style="list-style-type: none"><li>• Flexible working hours</li><li>• Friendly working environment</li><li>• Professional development opportunities</li></ul>