

ROLE PURPOSE



Role Title: Senior Finance Officer

Division: Program Implementation

Location: Dhaka

Date: 01/01/2025

Employment type: Full Time/Fixed Term Contract With flexible work arrangement

Reports to: Finance & Operations Manager

Number of direct reports: NA

Leadership Band: Leads Self

Purpose of the role:

The Senior Finance Officer needs to ensure effective financial management, compliance, and reporting to support the successful delivery of The Fred Hollows Foundation's programs and strategic objectives.

The **Senior Finance Officer will own the outcomes of:**

1. Ensure timely and accurate invoicing, processing of payments, and proper contract management with vendors and suppliers, in line with financial policies and procurement guidelines.
2. Maintain good relationships with vendors and suppliers, ensuring all payments are made on time and in compliance with applicable tax and VAT regulations.
3. Deduct applicable VAT and taxes from payments and ensure timely deposit to the government treasury, along with the accurate submission of returns.
4. Maintain proper financial records and documentation in line with the organization's Delegation of Authority (DOA), ensuring that all documents are filed and accessible for audits.
5. Work closely with both internal and external auditors, providing all necessary documentation and support to ensure smooth audit processes.
6. Assist program teams with financial planning and budgeting, ensuring alignment with financial policies and guidelines, and promote effective financial management practices.
7. Ensure all financial activities and transactions comply with organizational policies, procurement guidelines, and legal requirements, contributing to a transparent and accountable financial environment.
8. Collaborate with Head Office finance, IT, legal, and other relevant teams for reporting, contract reviews, and any other support or assignments as needed.
9. Perform other finance-related tasks as needed to support the organization's operations and strategic goals.

Our Capabilities:

As a member of The Foundation Family you will:



1. Uphold the values of The Foundation and actively support its culture, performance, and reputation.
2. Comply with all The Foundation's policies and procedures.
3. Promote and prioritize the health, safety, and well-being of all team members, fostering a supportive environment.
4. Lead, collaborate, and contribute positively in all interactions.

Essential Experience:

- Strong experience in Finance and Accounts, with a strong understanding of financial operations, accounting principles, and financial analysis.
- Proven expertise in NGO financial management, including budget preparation, financial reporting, and ensuring compliance with donor regulations and internal controls.
- Experience with NGO bureau reporting, including preparation of required forms such as FD-2, FD-3, FD-6, Form 5, and other statutory compliance documents.
- Comprehensive understanding of local VAT and tax policies, including expertise in preparing and submitting accurate tax and VAT returns to respective government offices through e-Chalan.
- Demonstrated ability in internal and external audit coordination, ensuring adherence to financial policies and providing necessary documentation and support during audits.

Skills:

- Financial Management
- VAT & Tax Compliance and Management
- Auditing and Compliance
- Understanding of Accounting Principles, IFRS, and GAAP
- Vendor & Supplier Relationship Management
- Proficiency in ERP Accounting Software (iPOS, SAP Concur, Sun Systems)
- Financial Reporting and Analysis

Desirable Experience:

- Strong ability to coordinate with partners, suppliers, and vendors, ensuring efficient invoicing processes and resolving financial discrepancies promptly.
- Hands-on experience in using financial systems like SAP Concur, iPOS, or Sun Systems for managing financial transactions and maintaining accurate records.

- Budgeting and Forecasting
- Team Collaboration and Capacity Building
- Strategic Financial Planning

- Demonstrated capability to oversee procurement and vendor management processes in alignment with organizational policies, ensuring compliance and efficiency.
- Experience in assessing and calculating employees' individual personal tax returns.

Qualifications:

- A Masters's degree in Finance, Accounting, or a related field is required.
- Partly qualified professional certification such as CA, ACCA, CPA or equivalent is highly preferred.
- Strong knowledge of financial management principles, accounting standards (IFRS, GAAP), and local tax and VAT regulations is essential.

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
 This position does involve “Working with Children” either direct or indirect.

Travel:

Occasional travel, based on events and planned activities.

Additional Responsibility:

Conducting regular financial spot checks and audits at partner hospitals and other project sites to ensure compliance with financial policies and procedures.

Providing training and support to partner organizations on financial management best practices, ensuring adherence to internal controls and donor requirements.

To work in The Foundation, you will:

- Be eligible to work in Bangladesh and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children