



ACID SURVIVORS FOUNDATION

CAREER OPPORTUNITY

Acid Survivors Foundation (ASF) is a centre of excellence with a vision of Bangladesh free from acid violence, where burn victims, especially women and children, live with dignity.

It is an independent, non-government, non-profit organization, set up as a Trust and registered with the NGO Affairs Bureau of the Government of Bangladesh. It is the only specialized NGO in Bangladesh working to prevent acid and burn violence; empower survivors, especially women and children; and campaign for prevention and elimination of this violence. ASF works with an integrated approach, using a holistic (bio-psycho-social) multi-stakeholder approach backed by research, experience and evidence.

ASF is looking for a qualified candidate for the following position:

No of Vacancy: 01

Manager – Finance

Main Duties & Responsibilities:

a) Financial Policy development, review and compliance:

- To ensure an effective Finance policy and procedure is in place, incorporating best practices in financial management, in line with organizational policy and following appropriate Bangladeshi legislation, promoting transparency and accountability within the organization. Timely review, update and develop relevant policy and ensure compliance of the policy.
- Ensuring that all ASF offices are following standard financial policies and procedures to enable efficient implementation of program activities
- Ensuring that the existing financial system and process are followed in every level and in every location during any financial transaction and take initiatives to implement any agreed audit recommendations.

b) Budget planning, preparation and control:

- Prepare budget and ensure budgetary control and revision as per requirement..
- Ensuring budgets are prepared and submitted to the respective recipients (BOT/donor/partner) According to their requirements.
- Ensuring that budget holders receive the monthly management accounts according to the agreed time Frame and convenient format and ensuring the optimal utilization of available financial resources within the donor's and financial periods, including collecting and analyzing feedback on variances from budget holders.

c) Financial Payment:

- Enabling smooth payment to staff, suppliers and partners according to the agreed deadline and comply with the relevant policies, control mechanism and taxation rules.

d) Record keeping and reporting:

- Ensuring adequate and transparent financial record keeping and comprehensive documentation processes to prepare management and financial accounts for Management, donors and government within the required deadline.

Selice Ahmad



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- Ensuring that the financial record keeping and documentation support the production of good quality financial reports.
- Ensuring complete documentation of all related papers for reporting as per financial policies.
- Ensuring that reports are submitted to the correct authority within timeframe, using right
- Format/contents and appropriate responses are provided based on any feedback received.
- To enable our partner organizations to effectively manage their finances, by providing high quality support to partners, timely and comprehensive assessments, regular monitoring and needs based Capacity building

e) Ensure transparency and accountability

- Ensuring that there is a complete audit trail for each financial transaction.
- Ensure clear and transparent reporting system to relevant stakeholder
- Ensure Internal check and control

f) Investment and Fund management

- Ensure investment is made to get optimum rate of return considering the risk factors
- Keep proper record of investment

g) Management of fund for partners:

- Ensuring that there are clear and relevant financial policies for dealing with partner's financial issues and that are kept upto date and assisting the transparent selection of financially capable and accountable partner organizations for smooth program implementation.
- Ensuring that partners are capable to prepare and manage their allocated budget in a transparent way and also support them to ensure effective utilization of available resources for good program implementation and supporting colleagues to ensure proactive and timely support and resource is provided to the whole Organization.
- Ensuring that all required reports and returns are submitted to government authorities (e.g. NGO Bureau, tax authority, Deputy Commissioner etc.)
- Enabling a friendly collaborative working culture within the team, actively sharing information and Knowledge to enable the team to ensure effective support to the rest of the organization.

e) Supervision and team management

- Communicating to the team a clear and exciting vision for the work of ASF and the role of the Finance team in supporting the organization with financial resources and ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of the success criteria, which pertain to their work
- Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment
- Monitoring and reviewing performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals, which have been identified; giving corrective feedback where required and taking decision action in the case of poor performance and ensuring that staff are adequately trained and developed for their roles e.g. by analyzing staff training needs, organizing the delivery of training or coaching, coordinating the sharing of experience.

Selina Ahmed



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Skills, Knowledge & Abilities:

- Excellent networking, communication & negotiation skills
- Highly motivated, self-starter, can work under pressure with minimum supervision,
- Demonstrate integrity, transparency, leadership skill and Team building capacity
- Ability to interact with persons from all socio- economic backgrounds.
- Ability to operate "TALLY" software and required good IT skills
- Language proficiency in English is essential.
- Strong analytical & report-writing skills.
- Strong analytical and strategic thinking skills.
- Hard working and committed to meet the dead line.
- Gender sensitive and Values oriented.
- Ability to represent ASF as required.

Educational Qualification:

Post Graduation in Accounting/ Finance with CA cc from any reputed Institution / University. Additional professional qualification will be preferred.

Work Experience: Minimum 07 years of experience in accounting and financial management. Minimum 5 years in senior management position in NGO/INGO.

Age: Should not exceed 50 years.

Salary: Monthly salary BDT 74,200/-

Other benefits: Festival bonus, Insurance and others benefits as per Human Resource Policy Manual of the organization.

Apply Instructions

- A signed application addressing to the Executive Director of the organization.
- A CV with recent photograph.

Address for Hard Copy Submission:

Acid Survivors Foundation
Plot-A/5, Block-A Floor- 06, CRP-Mirpur
Mirpur-14, Dhaka.
<http://www.acidsurvivors.org>

Or

Softcopy or Email Submission:

email to hr@acidsurvivors.org addressing, Executive Director, Acid Survivors Foundation mentioning the post applied for in the subject line.

Please mention the post applied for on the top of the envelop.

Application Deadline is on or before 17th February, 2019.

ASF is an equal opportunity employer -- Be a proud member of ASF.

Selina Ahmed