

JOB DESCRIPTION OF Finance and Accounting Officer

Job Context

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| 1. Job Title | Finance and Accounting Officer |
| 2. Job Location | Dhaka |
| 3. Supervisor | Finance and Administration Specialist |
| 4. Supervisee | N/A |

Purpose Description

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for a Finance and Accounting Officer position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

The main objective of Finance and Accounting Officer is to ensure the compliance with USAID's and DAI's rules and regulations, as well as local law requirement in terms of project financial activities. The Finance and Accounting Officer will provide support to Finance and Administration Specialist to ensure the sound internal control system in project financial management that helps to detect and protect potential error, fraud and corruption.

I. Main Roles and Responsibilities

a) Maintain Financial transactions as per USAID Regulations and Local Laws

- i) Review the invoices and ensure the accuracy of the payment
- ii) Update the cumulative statement for vendors to ensure Advance Income Tax (AIT) deductions (where applicable)
- iii) Prepare Straight to Bank statement (S2B Batch) to pay the vendor and staff through online transfer
- iv) Deduct AIT, Prepare Treasury Challan, Deposit to Govt. Treasury Bank.
- v) Disburse copy of challan to vendor as per their request.
- vi) Ensure no VAT is payable from USAID fund

b) Maintain and prepare weekly cash flow

- i) Compile weekly fund request from Administration, Procurement, Grants, and Regional offices
- ii) Prepare a brief fund request statement as per DAI format.
- iii) Communicate bank in connection with transfer fund from DAI home office to DAI AVC Account.
- iv) Arrange transfer of US dollar to local currency bank account.

c) Assist Finance Office in respect to prepare financial report

- i) Assist to prepare bi-monthly financial report using Dynacom software (project accounting software)
- ii) Assist in uploading the financial report through Oracle
- iii) Assist in record keeping of financial reports and documentation both in form of hard copy and soft copy (uploaded in BOX/Internet)

d) Review Partners (Grantees, Sub Contractors and ICAs) documents to settle commitment.

- i) Prepare Partner profile/Commitment in to project accounting software Dynacom
- ii) Review Grantees/ Subcontractors/ICAs invoices as per agreement
- iii) Prepare Invoices and make payment through check/online bank transfer
- iv) Deduct AIT (if applicable)
- v) Prepare Grantee Budget Vs Actual variance statement before making final payment.
- vi) Review Final invoices in compliance with the agreement

e) Assist to ensure sound internal control system

- i) Prepare weekly cash counting sheet during submission of weekly fund request
- ii) Perform monthly petty cash reconciliation
- iii) Monitor daily to day banking business in joint collaboration with Finance and Administration Specialist
- iv) Update all payment information in project central database (TAMIS)
- v) Monitor Advance Ledger / Advance Balance on bi-monthly basis
- vi) Reconcile of regional fund with General Ledger
- vii) Necessary task to open new staff salary account with bank
- viii) Engage and facilitate team work with project regional operation teams

II. Compliance Roles and Responsibilities

1. When appropriate coordinate with project team members to resolve issues as necessary
2. When appropriate ensure required monthly financial reports and returns to the Finance and Administration Unit have been prepared and submitted by managers
3. Participate in field travel especially in the southern delta region, as required
4. Ensure compliance to all AVC policies and procedures

Education, Experience and Skill Requirements

Education/qualifications:

Essential -

- Educated to Master's degree level or equivalent in a relevant discipline such as Finance and Accounting, Business Management, Marketing

Desirable -

- Completion of CA course is highly preferred
- Post graduate qualification in a relevant discipline

Experience:

Essential -

- At least 5-7 years' experience working on Financial and Accounting of donor funded (USAID) project.
- Should have clear understanding on USAID rules and regulations applied to private system development program, preferably with a specific focus on market development, business development services, or value chain improvement;
- Knowledge on current Bangladesh Tax and VAT rule/management

Desirable –

- Having auditing experience is highly desirable
- Having experience of Financial management and reporting
- Relevant experience in market systems projects
- Work with sub contractual relationships and/or grant agreements

Skills:**Essential -**

- Proficiency in spoken and written English
- Skill to review documents from audit point of view
- Analytical and writing skills
- Communication and interpersonal skills
- Work in teams
- Effective learning and sharing
- Use of MS Word, Excel, Powerpoint and Outlook

Desirable -

- Prior knowledge and exposure of working with a project market systems approach, or value chain analysis
- Ability to facilitate stakeholder workshops
- Making presentations to small and large groups