Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. Since it was founded, Swisscontact has had close ties with the private sector. Swisscontact aims to achieve its primary goal of contributing to the reduction of economic disparities in an increasingly complex, globalised world through the promotion of economic, social and ecological development, by supporting people to successfully integrate into local commercial life and to open up opportunities for them to improve their living conditions as a result of their own efforts. Based in Zurich, Swisscontact currently employs over 1,400 staff worldwide and currently manages projects in 36 countries on behalf of public and private donors.

Swisscontact Bangladesh is looking for a qualified Finance Coordinator for its Local Economic Development Project branded as *Prabiddhi* and funded by Swiss Agency for Development and Cooperation (SDC).

### Finance Coordinator

<table>
<thead>
<tr>
<th>Location:</th>
<th>Dhaka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>Up to July 2020 (Inception Phase), Aug 2020-Jul 2025 (Phase I subject to final approval from donor).</td>
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<tr>
<td>Reports To:</td>
<td>Team Leader of the project (inception phase), Manager Business Administration (Phase I)</td>
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</table>

### Purpose of the Job

The Finance Coordinator will ensure smooth management of all financial activities of the project. S/he would also carry out administrative functions of the project during inception phase only with support from Swisscontact Country Office.

### Essential Functions and Responsibilities

**Finance**

- Ensure financial accounting is in compliance with the requirements of Swisscontact, SDC and local authorities such as NGO Affairs Bureau (NGOAB) and relevant government ministry and the tax authorities;
- Ensure financial internal controls are in place and adhered to the internal control system of Swisscontact;
- Ensure compliance of the project expenditures with approved budget;
- Keep project management abreast of the project’s financial status and communicate critical matters and provide timely recommendations to the project management for corrective actions as and when required;
- Maintain systems for budget monitoring and tracking that include financial and contractual data;
- Ensure cash flow and its forecasting is adequate to the project requirements and ensure proper cash flow management;
- Analyse financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate and present financial reports to the project management, and Swisscontact Head Office;
- Lead and coordinate internal and external audit processes in line with the requirements of Swisscontact, SDC, and the local authorities; liaise with external auditors.

**Procurement**

- Carry out the procurement and quality control of goods and services from consultants and suppliers;
- Ensure procurement is in line with Swisscontact and donor regulations;
Partner/Contract Management

- Assist the team leader in drawing partnership agreements with partners (if applicable), outlining the expected results, key milestones and financial management and reporting structure;
- Ensure that partners put in place robust and appropriate financial management and reporting systems to mitigate any possible fiduciary risks;
- Advise partners on financial administration, procurement and corresponding reporting structure to ensure full compliance with SDC financial administration and procurement standards and guidelines;
- Assist the project team in monitoring implementation progress of partners against the milestones;
- Be responsible for assessing the resource requirement, fund disbursement and financial monitoring of partners;
- Assist partners in preparing corresponding budgets for the planning documents such as the first annual operational plans with milestones;
- Assist the team leader in preparing a milestone-based payment schedules for partners;

General Administration and Logistics (up to July 2020 with support from Country Office)

- Manage all office facilities;
- Manage logistics related to vehicles and staff travel;
- Provide administrative support to the project team; and
- Manage relationships with all suppliers as required.

Personnel Administration (up to July 2020 with support from Country Office)

- Assist the project team in new staff recruitment and induction as per Swisscontact policy and processes and carry out necessary tasks during staff separation, if any;
- Develop and oversee project staff payroll and benefits, ensuring accurate and timely payroll disbursements.

Regulatory Compliance

- Ensure that the project is compliant with relevant laws and regulations; and
- Oversee the preparation and timely completion of all required governmental forms and reports.

Other Duties and Responsibilities

- Ensure mutual learning, sharing and collaboration with the technical units of the project in order to assure consistency in the implementation of systems and procedures;
- Conduct any other task assigned by the team leader.

Profile of Finance & Admin Coordinator

Essential Requirements:

- Master’s Degree in Accounting, Finance or Business Administration;
- Minimum four years’ experience with focus in financial management and accounting in an NGO, preferably INGO;
- Proficient in MS Excel and excellent working knowledge of computer applications such as MS Office, Outlook, etc.
- Sound understanding of internal and external audit requirements.

Desired Requirements:

- Works independently, is a team player, and possesses leadership and management skills;
- Proficient in written and oral communication skills both in Bangla and English and communicates clearly with internal and external stakeholders;
- Possesses strong negotiation skills;
- Works with trustworthiness and integrity and is committed to Swisscontact’s core values;
- Operates effectively under stress;
- Demonstrates awareness and sensitivity to gender and diversity.
- Possesses sound analytical and problem-solving skills;
- Sound understanding of donor policies and procedures;
- Knowledge of accounting software.
Working Conditions and Environment

This will be according to the Swisscontact Bangladesh Employee Manual. This position requires visits to project field offices and partner monitoring visits.

Application details:
Please email your application form along with a cover letter (elaborating your competencies for the position and your expected salary) to bd.prabridhi@swisscontact.org addressing to Head of Business Administration, Swisscontact Bangladesh.

Detailed Terms of Reference (ToR) and the application form can be downloaded from our website https://www.swisscontact.org/en/country/bangladesh/work-with-us/jobs.html. Please mention name of the position applied for in the “subject” line of your email. Applications must be submitted on or before 12 May 2020. Only short-listed candidates will be contacted for final selection process.

Swisscontact is an equal opportunity employer. Women are strongly encouraged to apply.