POSITION DESCRIPTION

Title: **Finance and Administration Manager**
Category: **Exempt**
Reports to: **Country Director, Bangladesh**
Location: **Dhaka, Bangladesh**
Effective: 23 August 2016

Introduction

750 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For 25 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed more than 3 million lives across Africa, Asia and Latin America.

Summary

The Finance and Administration Manager leads day-to-day finance operations for the Water.org's Bangladesh Office including functional responsibility over accounting, accounts payable/receivables, payroll, budget and financial monitoring and internal audits of partner programs. Ensures Water.org has systems and procedures in place to support effective program implementation and conduct flawless audits. As such, this position will coordinate with in-country and US-based finance and programs staff to execute his/her responsibilities and contribute to improvements to the business environment and other strategic initiatives as assigned. This position reports to the Country Director, Bangladesh and is based in Dhaka.

Key Responsibilities

The key areas of responsibility for this position include, but are not limited to the following. The Country Director retains the right to adapt, change, or reassign staff responsibilities based on the needs of the organization.

1 **Accounting/Financial Management** – Ensure proper accounting for all Water.org Bangladesh office expenditures, including maintaining books of account, bank accounts, Water.org reporting and government reports. Key tasks include, but are not limited to:
   a. Ensure all Water.org Bangladesh income and expenditures are recorded properly in accounting software.
   b. Ensure all office financial transactions have proper back up documentation.
   c. Oversee the use of office petty cash.
   d. Manage staff expense reports and ensure proper documentation and backup receipts and bills are included.
   e. Oversee staff payroll.
   f. Ensure all reporting to Water.org USA is completed accurately and on

time.

g. Ensure all required government reporting is completed accurately and on time.

2 **Auditing** – Asses the use of programmatic funding by conducting regular desk reviews and on-site audits of Water.org partner organizations according to Water.org guidelines. Key tasks include, but are not limited to:

a. In accordance with Water.org guidelines, develop a regular audit schedule for all partners.
b. Conduct regular financial desk reviews of partner financial reports and share findings with partners, program officer and program managers.
c. Conduct regular on-site financial audits of partner financial transactions and documentation and share findings with partners, program officer and program managers.

3 **Risk Management** – Mitigate potential and actual organizational risks by monitoring areas of high risk (including by not limited to internal use of funds, use of funds by partners, governmental requirements, compliance with labor laws, and organizational reputation). Key tasks include, but are not limited to:

a. Develop a list of key areas of risk (e.g. internal use of funds, internal controls, governmental requirements, partners' use of programmatic funds, etc.) and ensure adequate monitoring of each is in place.
b. Ensure organizational risk is limited by immediately alerting the Program Officer, US Program Manager, Country Director and/or Senior International Program Manager when issues arise with partners' use of programmatic funds.
c. Mitigate internal risk by immediately notifying the Country Director and/or the Senior International Program Manager in the event of any internal issues related to identify risk areas.

4 **Administrative Management** – Oversee and supervise the administrative function of the organization including:

a. Adherence to and development of administrative guidelines and policies as per the local context, and ensuring implementation/adherence to the same
b. Supervision of procurement processes including effective and transparent selection, management of all leases, agreements, contracts and related documentation
c. Oversee maintenance of administrative systems and information, such as databases, email addresses and passwords, files systems (soft and hard), and office equipment
d. Maintain contact with professional and industry associations, and government bodies to keep informed on issues, emerging best practices and systems improvement

5 **Organizational Support** – Participate in assisting with the development of new tools and processes, membership on cross-functional committees as requested, and/or participation at internal or external conferences or workshops. Key tasks include, but are not limited to:

a. Participate in cross-functional committees and working groups to support the achievement of group goals.
b. Assist in the development of new tools, processes and/or procedures to gain efficiencies in the execution of work.

Skills and Competencies

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when talking new problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.
- **Directs Work** – Providing direction, delegating, and removing obstacles to get work done**.**
- **Values Differences** – Recognizing the value that different perspectives and cultures bring to an organization.
- **Manages Conflict** – Handling conflict situations effectively, with a minimum of noise.
- **Develops Talent** – Developing people to meet both their career goals and the organization's goals.

Qualifications

- Master's Degree in related field, e.g. Accounting, Finance, Management (CA complete/part-qualified) required.
- At least seven years of relevant experience in accounting, finance and financial audits, with at least three years' applicable experience in a senior management/people management role required.
- Understanding of international development/INGO business environment, with experience in the microfinance and/or water and sanitation sector a significant plus
- Experience regarding reporting to and working with institutional donors in the international development arena, particularly in microfinance and/or WASH
- Advanced knowledge of relevant computer software (e.g. Accounting Software, e.g., QuickBooks; MS Office products; database software; etc.)
- Experience in organizational administration and IT
- Strong desire towards increased access to water and sanitation
- Fluency in Bangla and English required
- Must have Bangladesh citizenship or must already possess legal authorization to work in Bangladesh.

Travel Requirement

Ability to travel up to 15% of time to projects and partner offices within and outside of Dhaka city.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Please apply at positions-bangladesh@water.org

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