

POSITION ANNOUNCEMENT



Position: Finance Manager

Category: Full-Time

Reports To: Country Director, Bangladesh

Location: Dhaka, Bangladesh

Closing Date: 2 March 2015

INTRODUCTION

Water.org, a U.S.-based non-governmental organization working to increase access to water, sanitation and hygiene (WASH), seeks an experienced Finance Manager for a new office in Bangladesh.

Water.org has been in operation since 1990, implementing sustainable and scalable water and sanitation programs in conjunction with local NGOs and financial institutions. Water.org has pioneered its WaterCredit initiative over the last several years, which works by building the capacity of carefully selected local financial institutions to offer affordable financing for water and sanitation facilities. WaterCredit programs support financial institutions through a combination of financial assistance and technical support.

Since 2003, Water.org has implemented WaterCredit programs with 35 partner financial institutions, facilitating 327,000 water and sanitation loans worth over \$61 million. Water.org has worked with local partners in Bangladesh since 2003, is now in the process of expanding our programs. Water.org seeks to build relationships with a broader range of financial institutions, including but not limited to microfinance institutions, commercial banks, mobile network operators (MNOs) and cooperatives. Water.org is opening an office in Dhaka to oversee significant expansion of Water.org programs.

POSITION SUMMARY

The Finance Manager is responsible for overseeing and reporting on the expenditure of Water.org funds. This includes producing reports for Water.org USA and to meet governmental reporting requirements. Additionally, this position is responsible for providing regular monitoring of program finances by reviewing partner financial reports and conducting regular on-site financial audit at partner organizations. This position collaborates with the program officer by assisting with trouble-shooting and providing information about partner programmatic expenditures and alerting her/him of any issues. Additionally, this position may be responsible for assisting with the development and establishment of new programmatic and operational procedures, systems and guidelines. This position reports to the Country Director and works closely with the Finance team and Program Managers at the Water.org head office.

CORE 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 reporting. Key tasks include, but are not limited to: **45%**
 - 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** – Assess 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: **40%**
 - 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 but 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: **12%**
 - 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 identified risk areas.
- 4 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: **3%**

- 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.

CORE COMPETANCIES

Integrity

- Shares complete and accurate information.
- Maintains confidentiality and meets personal commitments.
- Adheres to organizational policies and procedures.
- Speaks openly and candidly when problems arise that could represent risk to the organization.

Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.

Problem Solving

- Analyzes problems by gathering and organizing all relevant information.
- Involves a cross-section of stakeholders in problem solving process.
- Identifies cause and effect relationships.
- Initiates appropriate solutions to issues and problems.

Reliability

- Takes personal responsibility for job performance.
- Completes work in a timely and consistent manner.
- Adheres to commitments.

Initiative

- Proactively takes action to influence events.
- Generates ideas for improvement, takes advantage of opportunities and suggests innovations.
- Willing to do more than is required in position.

Communication

- Listens actively and checks for clear understanding
- Expresses ideas concisely and effectively.
- Organizes and delivers information appropriately in one-on-one, small group, large group, or presentation settings.

Collaboration

- Interacts with people effectively and is able and willing to share and receive information.
- Co-operates within and across groups.
- Supports group decisions and puts organizational goals ahead of personal goals.

QUALIFICATIONS

- Master's Degree in related field (e.g. Accounting, Finance, Management)
- At least five years of relevant experience in accounting and/or finance
- Financial audit experience
- Experience reporting to and working with institutional donors in the international development arena, particularly with respect to microfinance and/or WASH
- Advanced knowledge of relevant computer software programs (e.g. Tally, MS Office products, database software, etc.)
- Innovative mind-set oriented toward constructive problem-solving, proactive strategic development and thought leadership
- Strong desire to contribute to increased access to water and sanitation
- Fluency in Bangla and English required
- Willingness to travel up to 15% of time
- Must have Bangladesh citizenship or work permit

SALARY/BENEFITS

This full-time position offers a competitive salary commensurate with experience. Benefits include annual leave, recognized government public holidays, health coverage, insurance and provident fund contribution.

APPLICATION INFORMATION

Interested candidates may apply with a CV and cover letter at <http://water.org/about/careers/>. Applications will be reviewed as they are received. Please do not attempt to contact Water.org about the status of your application.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.

For more information on Water.org, please visit www.water.org and www.watercredit.org.