

MANUSHER JONNO FOUNDATION

Job Description

Job Title: Assistant Manager-Grants, Grade-6

Job Summary:

As a member of SAMPRETI team, the Assistant Manager - Grants will monitor the financial activities of the sub-grants of Manusher Jonno Foundation (MJF). S/He will have the responsibility of ensuring financial controls of the Partner Organizations (PNGOs) and appropriate and timely reporting. S/He will also be responsible for checking and recommending the PNGOs financial reports before approval of the disposal of funds. Also Assist the Manager Grants Control and Director F&A in day-to-day financial functions of MJF.

Responsibilities and Tasks:

SL	Responsibilities	Tasks
1.	Monitor and review the Grants awarded to the Sub-grantees (PNGOs)	<ul style="list-style-type: none"> ▪ Keep track the PNGOs budget and monitor and accordingly cross check the expenditures with the budgeted line item. ▪ Prepare burn rate status and give feedback and /or seek explanation of the variances (if any) and report to the Manager Grants Control / MJF Management Team. ▪ Prepare a checklist of PNGO fund monitoring and execute accordingly. ▪ Frequent visit to the PNGOs and check their documents physically in order to authenticate the expenditures. ▪ Assist the Manager Grants Control / Director F&A regarding evaluation of the financial aspects of sub-grantees proposals and made appropriate suggestions for funding decisions, as required.
2.	Oversee the Financial management of the Sub-grantees (PNGOs) as required in accordance with the GAAP.	<ul style="list-style-type: none"> ▪ Assist the Manager-Grants Control in reviewing and checking the financial statements/ reports submitted by the PNGOs according to the Deed of Agreement and ensures the accountability. ▪ Prepare and submit report on the findings of the visit to the PNGOs and after being reviewed send those to the concerned NGOs. ▪ Provide necessary suggestion /feedback/clarification on the above matters. ▪ Ensure that the proper books of accounts and documents have been maintained in accordance with the GAAP. ▪ Ensure that financial statements have been expressed true & fair of the state. ▪ Ensure that expenditures are incurred only for the project implementation purpose with proper authorization in compliance with deed of agreement. ▪ Ensure that the MJF's provided Financial & Administrative Guidelines and policies and /or PNGO internal policies have been maintained properly. ▪ Visit the PNGO offices as required, review and check

		<p>their financial activities, books of accounts, vouchers, financial statement, record keeping, documents, etc. and verify that they are maintained as per GAAP as well as deed of agreement and give a true and fair view of the state of affairs.</p> <ul style="list-style-type: none"> ▪ Prepare the visitation report after conducting the visit mentioning the findings that observed during the visit and report to the Manager Grants Control /Director F&A /Executive Director for their information and further course of action in order to ensure proper & effective utilization of fund.
3.	Develop and enhance the capacity build up of the PNGO as well as MJ finance staff up to the mark in order to ensure smooth operation of financial activities.	<ul style="list-style-type: none"> ▪ Give proper guidance to the PNGO finance staff including Chief Executive of the PNGOs for better understanding and smooth operation of the financial activities during the PNGO office visit as and when required. ▪ Provide the job training to the PNGO Finance staff including Chief Executives on the financial and administrative matters in light of deed of agreement and program support activities during the field visit. ▪ Assist the Manager Grants Control /Director F&A for developing the Financial and Accounting Training program as well as preparation of the training materials for conducting training to the PNGOs staff members to meet the organizational goal of the Foundation. ▪ Assist/facilitate financial and Administrative training to the PNGO staff and /or MJF staff in order to promote understanding of Financial Policies/procedures and systems.
4.	General	<ul style="list-style-type: none"> ▪ Ensure the protecting of project fund /assets (ware house & non-ware house) through using internal control techniques and audit procedures, as required. ▪ Assist the Manager Grants Control / Director F&A to oversee the performance of all PNGOs reports, as required. ▪ Assist to PNGO for budget revision. ▪ Assist to Accounts section to prepare Quarterly/ Half Yearly/ yearly financial report (as per donor requirement) ▪ Assist to Director Finance/ Manager Audit for conduct yearly Audit. ▪ Any other special assignment given by the MJF Management Team / Manager Grants Control.

Authority:

Reports to the Manager and Deputy Program Manager

Working Conditions:

Based in Dhaka with frequent field travel.

Qualifications:

- Master degree in Accounting/ Finance and/or related field. MBA will be given preference.
- 7 years experience in the handling of project finances in partnership arrangement.

- Will be responsible for communicating with grantees regarding financial reporting and other matters.
- Strong written and verbal communication skill, leadership, good computer skills essentials.
- Ability to work in a team environment.
- Good interpersonal skills.

Duration: Up to July 2019 with a probability of extension.

Salary and Benefit: An attractive salary will be given as per MJF policy

Female candidates are highly encouraged to apply.