



Ovibashi Karmi Unnayan Program (OKUP)

OKUP is a right based migrant organization. OKUP promotes and protects human rights, labour rights, justice and dignity of all migrant workers irrespective of genders across borders through putting migrants' perspectives in the centre of migration discourse at all levels through unity and empowerment of migrant workers themselves. OKUP has been partnering with different international donor agencies, like, EC, USAID, CAFOD, Caritas Luxembourg, Caritas France, Winrock International, ILO, UNICEF, RCNF, IOM, FCO etc. Now OKUP is interested to hire the following position.

Job Description –Finance and Administration Coordinator

Job Title	:	Finance and Administration Coordinator (FAC) (1 position)
Job Family	:	Finance and Administration
Project/Program	:	OKUP
Job Location	:	Dhaka
Job Duration	:	Three Years (renewable)
Probation Period	:	3 months
Job Type	:	Contractual
Reported to	:	Executive Director

Major Responsibilities:

The Finance and Administration Coordinator (FAC) will be responsible for the effective control of OKUP's financial and human resources, and of the technical and administrative system, in order to contribute to the delivery of the organizational overall objectives. This position reports to the Executive Director.

Specific roles and responsibilities:

Actively contribute to the long-term financial sustainability of OKUP's programmes through the various responsibilities below:

- Overall responsibility for budget reporting, analysis and forecasting (monthly/quarterly/half yearly/yearly financial statements/reports as per donor requirements and organizational rules and policies.
- Oversight of the preparation of the organizational budget with a particular focus on cost recovery and overheads charges.
- Oversight of Finance team participation in the design of donor project / programme proposal budgets with Programme team colleagues.
- Responsible for the preparation of financial reports for the Board and any other tasks requested
- Maintain appropriate compliance in regards to VAT/TAX and/or Revenue regulations of the Government of Bangladesh.
- Oversight of the preparation and process of project, programme and organizational audits, including liaison with auditors and commissioning authorities (e.g. NGO Affairs Bureau and donors)
- Leadership and management of the Finance team.
- Establish, revise and oversee implementation of appropriate organization administration, human resource, finance and logistics policies and reduction of associated risks.
- Responsible for all Human Resource Management issues and procedures (policies, recruitment, performance, training, documentation, etc.
- Overall responsibility for maintaining IT infrastructure, logistical and organizational resources through asset register, etc.
- Oversight of procurement processes, decisions and filing of documentation
- Responsible for organizational legal responsibilities, such as data protection, copyright licensing, NGOAB approval, etc.
- Responsible for ensuring organizational financial accountability, and transparency, including fraud prevention, complaints management and safeguarding.
- Perform any other activities as directed by the management

Required Academic and other Qualifications

Masters in Accounting/ MBA (Accounts/Finance)/ CA – CC course completed, ACCA from any reputed national and/or international university or institutes.

Essential Specific Competencies

- Minimum 5 years demonstrated experience as a Finance and Administration officer/manager/coordinator in NGOs.
- Demonstrated ability to develop and lead organizational Finance and Administration operations, including effective policy development
- Demonstrated track record of financial accounting and management
- Demonstrated knowledge and experience in employment law, organizational planning, recruitment, organization development, and procurement
- Proven competency / ability in institutional donor funding compliance (e.g. EU)
- Demonstrated financial reporting skills
- Proven competency in human resource management capacity
- Experience of managing IT resources
- Proven English communication skills

Desirable Traits/ Competencies

- Self-motivated, proactive and target oriented
- Good report writing along with analytical skills
- Excellent problem solving skills
- Excellent risk management and cost control skills
- Self-Starter, proactive, positive and target oriented
- Capability of working in challenging and demanding situations.
- Strong leadership quality
- Ability to work in a team
- Willingness to work in a flexible schedule and travel frequently
- Have good interpersonal and communication skills
- Able to manage multiple priorities/ multitasking

Job Location: Dhaka

Salary Range: Gross 80,000/- per month (Negotiable)

Other Benefits: As per organizational rules (two full bonus, gratuity etc)

Submit your application and CV to: hr.ad.okup@gmail.com

Application Deadline: 31th March, 2018

N.B. Women and indigenous community are encouraged to apply.