

## **Job Description**

**Job Title: Finance & Admin Manager** – Strengthening Civil Society for Older People’s Rights and Engagement Project

**Location:** Dhaka, Bangladesh (with frequent field visit as required)

**Contract Type:** Full-time

**Position duration:** Until 31 March 2026 (possibility for extension)

**Reports To:** Program Manager, Strengthening Civil Society for Older People’s Rights and Engagement Project

### **a. Purpose of the Role**

The Finance & Admin Manager will oversee all financial and administrative operations of the bilateral/multilateral donors (e.g., SIDA, USAID, DFID, EU). ensuring compliance with donor regulations, transparency, and effective resource management. This role is critical to maintaining financial integrity and supporting strategic decision-making.

### **b. Key Responsibilities**

#### **Financial Management**

- Lead financial planning, budgeting, and forecasting for the project.
- Ensure compliance with bilateral/multilateral donors (e.g., SIDA, USAID, DFID, EU) financial guidelines and reporting requirements.
- Manage audits, financial reviews, and donor reporting.
- Develop and implement internal controls and risk mitigation strategies.
- Supervise finance staff and build capacity in financial management.
- Liaise with project leadership, donors, and external auditors.

#### **Administrative Support**

- Manage day-to-day administrative tasks including procurement, logistics, and office coordination.
- Maintain inventory of project assets and supplies.
- Organize meetings, workshops, and travel arrangements for project staff and stakeholders.
- Ensure proper documentation and filing of project records.

#### **Compliance & Controls**

- Ensure adherence to BWHC’s financial and administrative policies and donor regulations.
- Assist in internal and external audits, providing necessary documentation and clarifications.
- Implement financial and administrative controls to safeguard project resources.

#### **Coordination & Communication**

- Liaise with banks, vendors, service providers, and civil society partners as needed.

- Support capacity building of local partners in financial and administrative procedures.
- Collaborate with program and MEAL teams to align financial and administrative processes with operational needs.

### **c. Qualifications & Experience**

- Master's degree in Finance, Accounting, Business Administration, or related field. Professional certification (CPA, ACCA, CMA) preferred.
- Minimum 10 years of experience in financial management, with at least 6 years in donor-funded projects.
- Proven experience with SIDA or similar bilateral/multilateral donors (e.g., USAID, DFID, EU).
- Strong knowledge of international financial reporting standards (IFRS) and donor compliance frameworks.
- Proficiency in financial software (e.g., Tally, QuickBooks, SAP, or similar ERP).
- Advanced Excel and data analysis skills.
- Strong leadership, communication, and interpersonal skills.
- Ability to work in multicultural and multidisciplinary teams.
- Experience working with civil society organizations or international organization's projects is an asset.

### **d. Desired Competencies**

- High level of integrity, attention to detail, and organizational skills.
- Ability to work independently and manage multiple priorities.
- Strong communication skills in Bangla and English.
- Commitment to transparency, inclusion, and the rights of older people.

## **Call for Applications**

**Position: Finance & Admin Manager** – Strengthening Civil Society for Older People’s Rights and Engagement Project

**Number of position:** 01 (One)

**Position duration:** Until 31 March 2026 (possibility for extension)

**Reports to:** Program Manager, Strengthening Civil Society for Older People’s Rights and Engagement Project

**Location:** Dhaka, Bangladesh (with frequent field visit as required)

**Organization:** Bangladesh Women's Health Coalition (BWHC)

**Application Deadline:** [08/11/2025]

### **a. About BWHC**

Bangladesh Women's Health Coalition (BWHC) is a pioneering rights-based organization committed to promoting sexual and reproductive health, gender equality, and inclusive development. As part of our expanding work on aging and civic inclusion, we are implementing a national project to strengthen civil society’s capacity to promote and protect the rights of older people.

### **b. Position Overview**

The Finance & Admin Manager will oversee all financial and administrative operations of the bilateral/multilateral donors (e.g., SIDA, USAID, DFID, EU). ensuring compliance with donor regulations, transparency, and effective resource management. This role is critical to maintaining financial integrity and supporting strategic decision-making.

### **c. Key Responsibilities**

#### **Financial Management**

- Lead financial planning, budgeting, and forecasting for the project.
- Ensure compliance with bilateral/multilateral donors (e.g., SIDA, USAID, DFID, EU) financial guidelines and reporting requirements.
- Manage audits, financial reviews, and donor reporting.
- Develop and implement internal controls and risk mitigation strategies.
- Supervise finance staff and build capacity in financial management.
- Liaise with project leadership, donors, and external auditors.

#### **Administrative Support**

- Manage day-to-day administrative tasks including procurement, logistics, and office coordination.
- Maintain inventory of project assets and supplies.
- Organize meetings, workshops, and travel arrangements for project staff and stakeholders.
- Ensure proper documentation and filing of project records.

#### **Compliance & Controls**

- Ensure adherence to BWHC’s financial and administrative policies and donor regulations.
- Assist in internal and external audits, providing necessary documentation and clarifications.
- Implement financial and administrative controls to safeguard project resources.

## **Coordination & Communication**

- Liaise with banks, vendors, service providers, and civil society partners as needed.
- Support capacity building of local partners in financial and administrative procedures.
- Collaborate with program and MEAL teams to align financial and administrative processes with operational needs.

### **d. Qualifications & Experience**

- Master's degree in Finance, Accounting, Business Administration, or related field. Professional certification (CPA, ACCA, CMA) preferred.
- Minimum 10 years of experience in financial management, with at least 6 years in donor-funded projects.
- Proven experience with SIDA or similar bilateral/multilateral donors (e.g., USAID, DFID, EU).
- Strong knowledge of international financial reporting standards (IFRS) and donor compliance frameworks.
- Proficiency in financial software (e.g., Tally, QuickBooks, SAP, or similar ERP).
- Advanced Excel and data analysis skills.
- Strong communication skills in Bangla and English.
- Commitment to transparency, inclusion, and the rights of older people.
- Ability to work in multicultural and multidisciplinary teams.
- Experience working with civil society organizations or international organization's projects is an asset.

### **e. What We Offer**

- A meaningful opportunity to contribute to inclusive development and rights-based programming.
- A supportive and collaborative work environment.
- Competitive salary and benefits package.
- Opportunities for professional growth and learning.

### **f. Salary: BDT 80,000/ (Consolidate)**

### **g. How to Apply**

Interested candidates are invited to submit:

- A cover letter outlining their motivation and relevant experience
- An updated CV
- Contact details of two professional references
- A copy of recent color photograph

**Send your application to:** [hrd.bwhc@gmail.com]

**Subject line:** Application – Finance & Admin Manager