

Vacancy Announcement

Position : Finance Consultant
Number of position : 1 (one)
Duration of the contract : Up to 31 December 2026
Based in : Dhaka, Bangladesh, with substantial field travel to campaign districts across the country.
Reporting to : Director, Disease Control, DGHS

TOR (Terms of reference):

- Support budget preparation and management for Program and finance staff.
- Develop tools necessary for gathering financial data.
- Preparation of Progress Update, Disbursement Request, Annual Financial Report (AFR) and any other requirements from the donor.
- Support conducting trends analysis for estimation and adjustment for the budgets.
- Review and validate the finance section of funding proposals.
- Preparation of bank reconciliation statement and cash flow statement monthly, quarterly and yearly.
- Monitor the implementation of the budgets and provide feedback.
- Collect and compile financial and narrative reports for the Government and for donors.
- Coordinate the donor financial reporting process and timely submission of reports.
- Provide timely and accurate financial information to the management team.
- Conduct meetings with the management team and program coordinators for financial updating.
- Develop financial policies to avoid unnecessary risks from exchange rate fluctuations or physical losses.
- Maintain registers of the assets and property of the delegation.
- Implement actions to manage financial risks and oversee audit processes.
- Support training of Govt staffs in finance management.

Position Requirements:

- Advanced university degree (Master's or equivalent) in Accounting, Management Or Finance Major (Finance/ Management /Accounting or who are ACA/ACMA/ACCA qualified;

