**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Assistant Project Officer-Business and Finance |
| **Project Title:** | Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems Project |
| **Company:** | United Purpose |
| **Location:** | Field Office, Gopalgonj |
| **Contract type:** | Regular subject to funding from donor |
| **Hours:** | Full time |
| **Reporting to:** | Assistant Manager-Finance & Grants, matrix (Project Officer – Implementation) |
| **Grade:** | IV |
| **Salary Range:** | Max BDT 51,794.00 Per Month including all Fringe Benefits |
| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in sub-Saharan Africa in 2022. The group includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance. In 2022, SHA will reach over six million people and invest €45m in over 100 development programs to improve food systems, access to markets, financial services, climate change, gender inequality, and access to clean water, sanitation, and hygiene. |
| **Job Purpose:** | United Purpose's "Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems" project, funded by the Coca-Cola Foundation, aims to empower women entrepreneurs in Bangladesh by building partnerships among Women's Business Centres (WBCs), local and national governments, and consumers.  The position requires clear understanding on strengthening finance and accounts management capacity of women entrepreneurs in acceleration of business initiatives including savings and loan scheme of Self Help Group and Union Level Federation and operation of mobile apps-based solution (such as ERP), project’s finance and accounts, compliance procedures. The position holder must have experience on the implementation of multi-sectoral programme on women entrepreneurship, value chain and market linkage, etc. S/he must have experience in building relationships and networking across women groups/associations/platforms/Self Help Group and facilitation of capacity building initiatives for Women Business Centres (WBC) including reporting and documentation on the progression of WBCs’ business and capital growth. S/he must have and skills in teamwork and coordination with field teams and working with women groups especially women entrepreneurs at local level.  The initiative tackles systemic barriers such as limited investment capital, regulatory support, climate change, food insecurity, and health challenges. It focuses on introducing green enterprise opportunities, enhancing coordination with the Government of Bangladesh on social protection, and sustaining the WBC network "Nari Jhuri". By employing a market-based approach and human-centred design, the project improves livelihoods for women and smallholder farmers, builds skills for circular economy activities, and integrates WBCs with government social protection schemes. |
| **Key Responsibilities:** | **Key responsibilities include (not limited to):**   * Lead the processes to strengthening WBCs’ capacity on accounts management, business planning, cost and profit analysis. * Facilitate WBC entrepreneurs’ capacity building trainings/orientations/workshop/meetings on day-to-day bookkeeping, account management, cost analysis, financial planning for business development, etc. * Provide technical support to WBCs in developing business plan and in accelerating of their business activities * Facilitate to form Self Help Group and Federations at Union level on Savings and Loan Scheme * Monitor Savings and Loan Scheme through Union Volunteer * Track and generate regular reports on the progression of WBCs’ business initiatives, SHG and Union Level Federation and provide technical supports to WBC entrepreneurs * Provide technical support to WBCs, SHG and Union Federation for proper management and maintenance of their bank accounts, and in preparing periodic financial statements * Oversee field office accounts, including banking, petty cash, timely payment of bills, filing of vouchers and scanning bill-vouchers; * Ensure that-all official payments are made on time, all financial transactions in conformity with a) the organization’s Financial Procedures and b) any relevant donor requirements; * Ensure all accounts documents, including bills, receipts and dockets are safely and securely filed in accordance with organizational procedures; * Monthly financial reports on project shall be submitted to Dhaka Office. * Liaison with the bank on all banking issues and carrying out monthly bank reconciliation   **Others:**  Consistently monitor the safety and security of field teams, report concerns to UP management, liaise with relevant parties to maintain security and perform any other duties assigned by the supervisor to support UP programmes. |
| **Key Relationships:** | **Internal:** Country Finance Manager, Project Lead, Project Officer-Implementation,M&E Specialist, and the project’s relevant staff including Union Volunteer-SHG.  **External:** District levels local government authorities, relevant GOB line departments, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Educational Requirements**  Bachelor’s degree in accounting, Commerce or Finance  **Experience Requirements**   * Minimum 3 year(s) relevant experience * The applicants should have experience in business management and market development, stakeholders and community mobilisation. * Working Experience with Micro-finance institute will be given preference   **Language Requirements:**   * Proficiency in written and spoken English and Bangla   **Job Requirements**   * Strong understanding of women’s economic empowerment, business and market development * Strong knowledge and understanding of gender, and social inclusion * Ability to communicate with people from different cultures and time zones. * Proficiency in MS Office |
| **Application Procedure:** | Please send your **CV & cover letter** along with the [application form](https://docs.google.com/document/d/1eN7BvQiPC0oReFLESegYKUihqEXI_-FY/edit?usp=drive_link&ouid=115367550417460941452&rtpof=true&sd=true) in following the [link here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000Pep5V%20-%20Assistant%20Project%20Officer-Business%20and%20Finance%20(70328)).  • **Application to be submitted by 07 December 2024.** |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**