



Bangladesh Agro Processors' Association (BAPA)

Bangladesh Agro Processors' Association (BAPA) Partnership Skills for Employment Investment Program (SEIP)

ToR

Job Title: Coordinator- Finance and Procurement.

Supervisor Title: The chief coordinator.

Duration: 45 months.

Duty station: Project Implementation Unit (PIU), Dhaka

1. Job Summary

The coordinator will be responsible for ensuring effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU)-SEIP. He/She will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) closely monitor all payments and expenditures, (iv) prepare and submit annual work plan and budget (v) manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with government procurement guidelines (vi) timely implementation of all financial and procurement activities as planned and (vii) timely submission of financial report. He/She will also participate in regular meetings organized by the SDCMU-SEIP related to financial management and procurement.

6. Authority:

Report to the chief coordinator. S/he will maintain close communication with other Coordinators, Agro-food Processing industries and other financial institutes.

7. Domains of Expertise

1. Finance and Procurement.
2. In-depth understanding on SEIP finance and procurement system
3. Development of linkage with Banks and financial institutions



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5. Working Principles and Conditions

1. Ensure financial statement/reporting and procurement system based on SEIP guide lines
2. Being based at the PIU in Dhaka, ensure frequent visits of at least 30% of her/his time to different Agro food processing industries located in different places in Bangladesh.
3. Ensure the efficient and effective financial management.

6. Qualification

Masters in Accountancy/ Management/ MBA in Finance with minimum 10 years working experience or Bachelor degree with fifteen years working experience in managing finance and accounts.