

## Terms of reference for Assistant Programme Officer

Summary of position: Under the supervision and directives of the Prog. Officers, the Asst. Programme Officer supports/implements/coordinates BCMD's programme development through the Terms of Reference as furnished below:

### *Programme Area:*

1. Programme development, implementation, monitoring and evaluation.
2. Assist in developing the annual workplan for programme areas
3. Develop programme grant application, summary and final reports for the donors.
4. Provide feedback on programmes to Programme Officer
  - 4.1. Provide programme summary reports for donor updates, grant applications, other funding requests and for communications (online, publications etc)
  - 4.2 Assist with fund raising
  - 4.3 Implement projects and monitor and provide updates on progress
5. Track projects and submit timely reports with quantitative and qualitative aspects.
6. Monitor project expenditure allowing timely re-appropriation and avoid over and under expenditure.
7. Submit and discuss issues and problems after completion of each programme for future guidance.
8. Provide any other support as needed.

### *Administration and Finance:*

1. Work with other Finance/Admin staff to develop, monitor, evaluate and report on organization's annual budget
2. Support the creation and distribution of monthly and year-end financial reports
3. Assist in the management of BCMD's publications and communications
4. Provide support as requested for all other Admin/Finance activities.
5. Provide timely information to A&F for any type of procurements, printing and publications required for implementation of projects.
6. Submit timely expenditure statements (along with verified, original bills and related documents) to finance for timely closing of documents.
7. Submit completed narrative reports of each projects to Administration and Finance for further submission to the donors.

### *General Services*

1. Maintain professional links with other organisations and establishing new networks.
2. Contribute to team learning by coordinating regular office meetings and learning sessions.
3. Represent BCMD in any meetings/ planning exercises/ forums involving CSOs, UN, and development partners.

## **Terms of reference for Finance Officer**

Summary: The Finance Officer in BCMD shall be fully responsible for supporting the operations of BCMD by planning, organizing and implementing the financial system, preparation and monitoring of BCMD budget for each project, submission of accounts to partners and donors on completion of the project and other related works. The Finance Officer will also be responsible as a supervisor of the Assistant Officer, Finance and Administration. The break-ups are as follows:

### *1. Finance:*

- 1.1 In close consultation with the Deputy Director, Adm & Finance, the Finance Officer shall be responsible to develop and present BCMD's Financial situation to the Management regularly.
- 1.2 The Officer shall be responsible in consultation with the Programme Director and concerned Programme Officer to develop annual budgets and and specific budgets for each programme.
- 1.3 Shall be responsible to regularly monitor the expenditure and guide concerned Programme officer for timely submission of the accounts to Finance of each programme.
- 1.4 Shall be responsible to submit timely financial reports of the Programme to the Donors.
- 1.5 Shall be responsible to update and maintain accounts of BCMD regularly.
- 1.6 Shall be the custodian of all Bank Books, statements, files and related documents.

### *2. Administration:*

- 2.1 Shall guide and advise Assistant Officer, Adm & Finance in all type of procurements.
- 2.2 Shall guide and advise Assistant Officer in preparation of cheques and vouchers.
- 2.3 Report and maintain close consultation with Deputy Director, Administration and Finance.
- 2.4 Shall support BCMD in grant-writing and other fund raising efforts.

### *3. Others:*

- 3.1 Carry out any ad hoc assignments from Executive Professional Director.
- 3.2 Provide all types of financial guidance to Programme Director

### *4. General Services:*

- 4.1 Maintain professional links with other organisations and establishing new networks.
- 4.2 Contribute to team learning by coordinating regular office meetings and learning sessions.
- 4.3 Represent BCMD in any meetings/ planning exercises/ forums involving CSOs, UN, and development partners.