

## **Terms of Reference for Finance Officer**

The Finance Officer in BCMD shall be fully responsible in development of BCMD's financial situation, preparation and monitoring of BCMD budget for each project, submission of accounts to each donor on completion of the project and other related works. The Finance Officer will also be responsible for food human resource management and 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 Senior Program Officer, 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 concerned Programme Officer to develop budgets, monitor and for timely submission of the accounts.

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 responsible for proper documentation for reporting and audit purposes.

### **2. Administration:**

2.1 Shall guide and supervise Assistant Officer, Adm, and Finance in all type of Procurements, Administration and related tasks.

2.2 Shall guide and supervise Assistant Officer in preparation of cheques and vouchers.

2.3 Shall be the custodian of all financial, accounts and administrative files and records such as Bank Books, statements, related project documents, reports and contracts.

2.4. Shall be responsible for human resource management and related tasks

### **3. Others:**

3.1 Carryout any ad hoc assignments from Executive Director

3.2 Provide all types of financial guidance to Programme Officers