

VACANCY ANNOUNCEMENT

Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression. Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission

Title of the Position:	Grants Officer
Number of Positions:	1 (One)
Monthly Gross Salary:	BDT 88,669/-
Type of Contract:	Fixed term Contract for 01 year
Standard benefits as per organizational policy:	Festival allowance (02), Bengali New Year Festival Allowance, Provident Fund, Gratuity, Group Life and Hospitalisation Insurance coverages, OPD coverage, Mobile ceiling and other admissible benefits as per organisational policy.
Duty Station:	Dhaka, Bangladesh

Role Purpose: The Grants officer will be responsible and dedicated for managing the grant, ensuring legal compliance, partners capacity building, partners financial reporting, partners monitoring, donor reporting, budgeting for the projects. This position will serve as the primary point of contact on grant and partnership issues for the assigned project. Reporting to the Accountant Grant, Budget and Partnership, as and when required. S/he will liaise and coordinate with Partners Managers, Budget holders, system team to ensure pre-agreed key deliverables are achieved on target and on budget. Following the 2026 operational shift to partner-based implementation, this position will serve as a primary point of contact for an active portfolio of 4-5 partner organizations and a matching portfolio of donors. S/he will focus strictly on the Grants Management stream (donor reporting, partner compliance, budgeting) while coordinating seamlessly with the Treasury Management stream. This position will work across the projects as needed by the organization.

Main duties & responsibilities:

Grants Management, Compliance and Reporting:

- Prepare a compliance statement for the grant and update budget holders about the compliance requirement of the grant.
- Utilize the ERP system daily to ensure all grant transactions, financial reports, and donor-required supporting documentation are accurately scanned, uploaded, and verified in accordance with modern documentation control standards.
- Manage end-to-end donor requirements, compliance monitoring, and financial liquidations for a dedicated portfolio of up to 4 active donors.
- Conduct periodical training for the budget holders, system team so that all are well informed about the requirement and compliance of the donor
- Prepare budget code for the project and circulate to the budget holders so that they can give proper code during incurring expenditure.
- Support budget holders to prepare the annual budget for the project following Concern format.
- Prepare monthly donor financial report and submit to the budget holders and Consortium Finance & Contract Manager for review and consolidation.
- Prepare invoice and analyse fund flow for the project and ensure timely submission of the fund request to the donor.
- Reconcile the donor report each month and correct the accounting record with vouchers.
- production of accurate and complete financial reports for grants within specified donor formats and ensuring reconciliation to Concern's accounts system
- Ensure all procurement has been done following donor regulations
- Conduct joint review meeting for the financial report for the project and take proactive action so that budget utilization is done in time following policy.
- Manage the close out process for the grants

Partner's (Sub-Grant) Management:

- In collaboration with budget holders, prepare a plan and conduct due diligence of implementing partners and technical partners following Concern policy.
- Conduct at least one annual field compliance visit for each assigned partner (managing 4-5 partners in total).
- Ensuring tools for the partner's assessment and selection are consistently and thoroughly applied during all PNGO/Technical partners' selection processes.
- Proactively working with the partner selection team to accurately assess the capability of the partner organisation using the relevant assessment tools.
- Proactively work on partner reviews relating to monthly financial liquidations, fund requests, agreement amendments, and partnership contract revisions.
- Ensuring partners selection reports are finalised on time and include comprehensive information and documentation of the assessment process
- Proactively identifying improvements to the selection procedure and working with finance and programme colleagues to define and implement changes to selection and assessment tools, procedures or documentation.
- Identify the risk areas of partners and advice management to mitigate the risk following action plan.
- Support budget holders to prepare the partnership grant contract and subsequent revision with budget in time.
- Circulate the visit reports highlighting the findings and partners opinions to the Concern and partner staff, preserving all documents for future reference.
- Share findings with the partners, supporting them to find solutions to identified issues at the end of visit ensuring the partner understands the relative importance of the issues.
- Ensure partners fund are disbursement on times and prepare a financial analysis of the partner's progress and share with the budget holders for making decision.
- Sharing and explaining the audit findings with the partners and working with partner staff to identify how to mitigate the issues.
- Ensure partners financial reporting on time as per Concern financial information system.
- Ensure partners are preparing their vouchers, scanning documents, and accounting in strict alignment with both donor requirements and Concern's ERP framework.
- Support partners to meet the compliance with the donor regulations for future audit and also to resolve the audit and monitoring observation on time.
- Prepare partners reconciliation statement for each month and collect various report and documentations from partners for the audit of NGOAB and donors.
- Collaborate with the Grants Manager to identify best practice models of the partner programs and assist with plans to document these models and share with the management team.
- Management close out process of the partners grants in time following Concern policy.

Partner's (Sub-Grantee) Capacity Building:

- Identify the weakness area of the partner's capacity and prepare an effective plan for the development of capacity.
- Continuous follow up of the progress of the partners and support offline and online so that partners capacity development are progressed.
- Train partners about the donor regulations and Concern ERP-aligned financial information systems on a regular basis so they can easily adapt.
- Provide specific training and guidance to partner staff on digital documentation, template utilization, and modern record-keeping to satisfy ERP and audit standards.
- Training partners about the coding and financial reporting system of Concern Worldwide
- Organising and delivering effective training and other workshops to ensure good understanding by partner staff on best practice in financial management.
- Working with the partner staff to verify compliance with best practices and procedures by reviewing the books of account and prime records as well as discussion with the PNGO staff and managers, to assess the progress against the previous development action plan and new areas of development.
- Arrange a formal discussion with the participation of partner staff and Concern programme staff to reach a consensus, involving Partner Financial Support coordinator in-case of any serious issue.
- Providing regular training and ad hoc guidance, to ensure in-depth knowledge and understanding on Concern and donor policies, best practices and government regulations.
- Providing useful materials on a regular basis to relevant staff in partner organisation, including templates, guidelines, updated taxation rules, etc. and providing support to ensure their understanding.
- Providing opportunities to clarify the policies by organising workshops, ensuring participation in different meetings, and arranging one to one or group discussion etc.
- Support partners so that they can give proper support to conduct the audit and monitoring.

Budget, NGOAB Compliance and Audit Management:

- Explain financial report to the audit with the requirement documents to resolve the audit issue.
- Prepare the budget for the NGOAB for the project in collaboration with Government Compliance Department.
- Prepare the FD-4 financial report and submit to the auditor in time so that audit can complete in time following NGOAB policy
- Liaison with budget holders and Government Compliance Department to prepare the FD-6 in time
- Collect all documents from partner and others as required by the NGOAB for this project
- Support budget holders to prepare the annual budget and subsequent revision for this project following Concern policy.
- Coordinate with the external auditor to conduct the audit of FD-4 in concern and partners in time
- Working with programme teams and partner staff to ensure implementation of audit findings
- Advise the budget holders on issues relating to Concern's financial management systems and procedures, and donor and statutory regulations, to assist him /her to ensure strong effective financial management of the programme and effective grant management processes that comply with regulations and meet standards approved by internal and external auditors
- Facilitate external audits and donor evaluations of sub grants and sub grantees.
- Providing assistance to establish a standard financial record keeping and documentation system to ensure a complete audit trail for transparency and accountability.
- Prepare various budget and financial analysis for the project.

Contribute to the process of implementing quality programmes by ensure that the Core Humanitarian Standards (CHS) of accountability is conceptualized and effectively implemented throughout the organization, and at the country programme level:

- Orientating project team and partner NGOs and other stakeholders on the CHS standards, and in particular the Complaint Response Mechanism (CRM).
- Ensure necessary periodical capacity building of staff and effective safeguarding system in place across the project as per standard & policies of Concern.
- Ensuring the CRM is implemented within the programme(s) and is being followed up on by the partner NGO(s).
- Learn from experience through monitoring and evaluation to continually improve the programme quality.

Compliance, Safeguarding, and Accountability to the Affected Population (AAP)

- Ensure compliance with Concern's safeguarding, PSEA, equality, and accountability standards in all activities.
- Promote accountability to affected populations by ensuring transparency and community engagement in programme delivery
- Promote inclusion and equality-sensitive approaches in community-based adaptation interventions.
- Support adherence to the Core Humanitarian Standards (CHS) across all assigned responsibilities.
- Support relevant colleagues and partner staff to ensure that the Feedback, Complaints and Response Mechanism (FCRM) is functional and accessible, that feedback and complaints are welcomed and addressed
- Upholding and promoting Concern's values, including workplace equality, diversity, and inclusion values.
- Participate and contribute as necessary towards Concern's emergency response as and when required.

Key requirements:

- Post-Graduate qualification in Accounting, Business or Finance and with CA, CC or equivalent professional qualification.
- At least 5 years progressively responsible work experience in financial management, grants management, partnership management and budgeting in a development organisation, preferably in international non-government organisation.
- Proven hands-on experience working within an Enterprise Resource Planning (ERP) environment. Must demonstrate efficiency in daily digital document management, online transaction verification, and electronic purchase ledger reviews.
- Demonstrated experience managing multi-partner portfolios (ideally 5+ partners simultaneously) under strict compliance structures.
- Knowledge of the operational and compliance requirements of different donor EU, ECHO, FCDO, BHA, USAID, UN, Irish Aid.
- Experience in financial risk management.
- Experience of management supporting /monitoring /capacity building NGOs and private sector.
- Proven experience of developing and facilitating training workshops for finance and non-finance managers.
- Effective organisation and analytical skills.
- Strong coordination, negotiation and communication skills.
- Proven record of meeting demanding deadlines.
- Computer literacy, particularly in Microsoft Office programmes such as Word and Excel as well accounting packages & other database competencies.
- Excellent written and spoken English.

Competencies:

Candidates are expected to demonstrate abilities in the following priority competency areas:

Managing Yourself	Planning and decision-making
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

Job Description: [Click here to download](#)

Job Application Form: [Click here to download](#)

If you feel that your qualification and completed experience match our requirements, and you have a shared commitment to Concern's values, please email the completed **Job Application Form** with **photograph, National ID, TIN and all Educational Certificates** to recruitment.bgd@concern.net.

Please mark the position applied in the email subject line.

Closing Date of Application: 16 June 2026

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.