

Terms of References	
Position Title	Admin and Finance Associate/Finance Officer
Department / Project(s)	IMNCI
Workplace	Nepalgunj, Banke-Province 5
Reports to / Level	Project Coordinator
Supervises	NA
Job Summary	Provide overall administrative and financial management for the project and oversee standard budgeting, accounting, reporting and internal audit duties; ensure that program assets (financial and physical) are safeguarded, manage the risk register and facilitate financial efficiency; responsible for maintaining HR records, inventory register and supplying the equipment and other logistics to HFs.
Required Competencies	
Knowledge	<ul style="list-style-type: none"> ▪ Bachelor's in business administration or business studies (master's preferred) ▪ Minimum 3 years of working experience in I/NGOs and multi donor agencies ▪ Knowledge on Sun System Accounting Software is an additional advantage.
Skills	<ul style="list-style-type: none"> ▪ A demonstrated ability to manage finance in donor funded project ▪ Knowledge of Sun accounting system software. ▪ Good communications skills. ▪ Strong interpersonal skills, ability to work in teams and self-management skills.
Attitudes	<ul style="list-style-type: none"> ▪ High level of integrity ▪ Ability to perform unsupervised ▪ Organized and systematic approach to work ▪ Strong interpersonal skills, ability to work in teams and self-management skills. ▪ Willingness to travel to field
Responsibilities:	
Responsibilities	<ul style="list-style-type: none"> • Work in conjunction with the Project Coordinator in the identification of specifically targeted beneficiaries for different intervention based on set criteria. • Ensure timely procurement, transport and asset management, warehousing/stock control and distribution of goods. • Evaluate bids and proposals submitted by potential suppliers. • Assist in the preparation of project budgets. • Participate in planning meeting to give support and advice to the Project Coordinator. • Produce project materials including vehicles in liaison with the Project Coordinator. • Oversee handling of items including project materials. • Develop appropriate control tools for using vehicles, fuel and other assets in the organization for the project. • Register, Repair and Maintain equipment and organizational vehicles for the project. • Follow the Detailed Implementation Plan
Reporting/ Recording	<ul style="list-style-type: none"> • Develop periodic update reports as and when required by the supervisor. • Record of hours and work done on to timesheets every month for the salary payment.
Others	<ul style="list-style-type: none"> • Any other duties assigned by the supervisor