

Terms of Reference (ToR)
Finance Manager for USAID funded Family Planning (FP) Program
(Anticipated)

ADRA Nepal is seeking a Finance Manager (FM) to provide financial leadership for USAID-funded Family Planning - an anticipated program in Nepal. This position will be responsible for collaboration with the Ministry of Health & Population and other critical partners to provide high-level support and financial guidance for effective capacity building at the local federal level, and sustainability of the program interventions. The FM will oversee a team of Finance Officers and finance support staff, prepare financial reports, annual financial operating plans to meet USAID deliverables.

The FM will work closely with FP team by providing timely reports and ensures that financial resources are used efficiently and effectively. S/he will be supervising financial staff and is responsible for all financial functions in (location), including accounting, payments and banking, payroll, budgeting, financial reporting, and grant financial management and compliance.

Responsibilities:

- Ensure effective, transparent use of financial resources in compliance with ADRA and donor policies and procedures.
- Review financial documents and reports in accordance with USAID financial procedures.
- Preparing budgets as per annual work plan and donor requirements.
- Review allocated budget and track expenses as per donor requirement.
- Responsible for presenting financial progress, achievements and lessons learned to donors, partners, and other key stakeholders.
- Responsible for quarterly, half yearly, and annual financial reporting per donor and program requirements.
- Maintain banking relations and plan and monitor cash flow requirements to ensure the smooth implementation of the program.
- Conduct due diligence review of the proposed sub recipients.
- Provide technical support to build the capacity of local implementing partners to meet the requirements of USAID financial procedures.
- Lead role in ensuring USAID and GoN compliances along with tax clearances.
- Responsible for financial monitoring of implementing partners and follow-up on issues and document resolutions.
- Manage day to day financial operations of the program.

Required Qualification:

- Master's degree in business administration or equivalent with specialization in financial management or CA/ACCA.
- At least 7 years of relevant professional experience preferably in USAID funded program.
- Knowledge of USAID financial procedures, compliance, and reporting.
- Demonstrated knowledge and skills in financial planning and management.
- Excellent verbal, written, interpersonal, and presentation skills in English and Nepali.
- Ability to coach, mentor and develop financial capacity of the staff.
- Ability to interact with donors, partners, and other key stakeholders especially in the aspects of financial management.
- Knowledge on financial software applications preferably SunPlus Software System, and spreadsheets etc.