DIRECTOR: FINANCE AND ADMINISTRATION

JOB DESCRIPTIONS:

The Director of Financial Management and Operations will oversee operations for the project activity offices in Nepal. This includes the oversight of procurement, grants, logistics, human resources, accounting, and finance and records. S/he will be responsible for managing the award budget and preparing financial reports for submission to USAID. S/he will ensure funds expended are compliant with USG regulations and policies. S/he will implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of award. The position will be based in Kathmandu and report to the Chief of Party and work jointly to effectively lead and manage the project’s essential finance and operations systems for budgeting, financial monitoring and reporting, consultants, and sub-award procedures. S/he will provide regular technical support and training to operations and project teams as well as to other partner organizations to help them establish sound, reliable, effective, and efficient financial management systems. S/he will also monitor the grant funds, develop the project’s financial reports to USAID and also work in close collaboration with ADRA International’s home office Finance and Operations staff in order to ensure top quality procedures and reporting. This position is contingent upon donor approval and funding.

RESPONSIBILITIES:

Systems Development and Strengthening

- Lead development and strengthening of systems and tools for successfully administering the project, including general administrative processes, financial management, sub-award management, accounting, and logistics
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award and operations aspects of project
- Review and strengthen financial control system including zero tolerance of fraud and effective management of fiduciary risk, ensuring that there is transparency and an audit trail along the financial supply chain

Management Accounting

- Supervise the implementation of financial policies and procedures to ensure compliance to generally accepted accounting principles, ADRA standards, government and other donor regulations
• Lead and manage the project’s finance and administrative systems for budgeting, financial monitoring and reporting, procurement, and inventory management, as well as sub-awards
• Develop and coordinate the project’s accounting, monitoring, and reporting systems, including establishing internal control systems in accordance with ADRA standard operating procedures and donor rules & regulations
• Maintain monthly management accounts system fully updated, providing detailed analysis to senior management of actual disbursements against budgets, cash flow forecasts and reconciliation of accounts
• Review payment vouchers for completeness, accuracy, allocation, and ensure expenses are allowable by project and ledger code; match all transactions to accompanying receipts (vendors, payroll, petty cash, provident fund, advances and their liquidation to staff & consultant)
• Review the accuracy of the payroll, vacation, bonus, severance allocation according to the time sheets
• Ensure that all the statutory deductions returns are submitted and paid to respective authorities
• Review the monthly and quarterly balance sheet reconciliations and clear any outstanding items

**Treasury**

• Supervise and coordinate preparations of monthly cash flow estimates and send the cash advance request to ADRA/International’s home office

**Budget, analysis, and reporting**

• Work with the project team to develop and coordinate the annual budgeting process
• Support technical staff to develop formats and procedures for submission of budgets and forecasts from sub-contractors and grantees
• Review and monitor budget to support financial stability, efficiency and value for money. Analyze spending trends and provide recommendations to team leaders and field colleagues on areas with significant over or under spending
• Review project budgets and monitor project expenditure in line with budget by maintaining a budget tracking/reporting system (pipeline report)
• Provide management & program staff with monthly reports and analysis as needed to help them manage the project
• Supervise and lead the preparation of monthly expense report and bank reconciliation for submission to ADRA International
• Assist in the preparation of quarterly, bi-annual and annual financial reports to ADRA home office and USAID as well as interim status reports as required

Audit and governance

• Coordinate the preparation of the office financial year end procedure, year-end schedules and prepare audit schedules for all the balance sheet accounts including vacation, severance, prepayments, and accruals
• Manage and supervise all compliance related matters including the development and monitoring of Corrective Action Plans, co-facilitating the monthly compliance team meetings (with the Chief of Party), timely submission of quarterly compliance reports to HQ, etc.
• Prepare the management response and corrective action plan for any management letter findings resulting from the annual audit.

Sub-Grants Management

• Establish, manage, monitor and oversee all procedures for the development and issuance of grants and subcontracts with local partners.
• Establish, manage, and monitor all procedures for management of the funds provided to project partner organizations.
• Provide technical support and training to the participating program partner organizations to strengthen their financial and administrative capacities.

Staff Management

• Supervise relevant Finance and support staff such as the, accountants, finance officers, and the finance manager, motivate and mentor a high performing team. Leverage the strengths of the current team members, develop and train them to reach optimal individual and organizational performance goals
• Oversee a process of cross-training between team members to enhance individual skills sets and to strengthen the overall operations.
• Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

REQUIREMENTS:

• Degree in Business Administration, Finance, Accounting or other related field. Professional certificate (ACCA, CPA) is mandatory.
• Minimum 10 years’ demonstrated experience managing in increasing roles of responsibility, finance procurement, subcontracts/grants management, logistics and/or human resource related matters for international development activities of similar dollar value.

• Experience in project administration with multiple partners

• Demonstrated experience with the finance and administration functions of international organizations

• Proven experience in development and implementation of systems for grants and grant monitoring

• Demonstrated knowledge and technical experience in accounting, administration and operational practices

• Minimum of 5 years supervisory experience required

• Experience in management and administration of human resources and personnel issues

• Knowledge of USAID funding rules and regulations, financial reporting and disclosure requirements

• Demonstrated skills in negotiations and effective communications with partner organizations and sub-grantees

• Ability to facilitate decision-making processes and to build constructive alliances internally and externally

• Ability to provide technical support and training in finance and administration

• Knowledgeable of logistics and procurements systems for supplies and equipment

• Knowledgeable about information technology systems, including business software

ESSENTIAL SOFT SKILLS:

• Strong leadership and technical skills, with proven capacity to direct and manage change, and inspire high-performing teams

• Exceptional interpersonal, teamwork, communication, partnering and supervisory skills

• Strong interpersonal, written, and oral communication skills in English

• Ability to be flexible and manage and accomplish multiple priorities, goal oriented

PREFERRED SKILLS, ABILITIES, AND FUNCTIONS:

• Able to work and travel within Nepal.

• Demonstrated experience in the Nepali context