



## TERMS OF REFERENCES

<b>Position title:</b>	Finance and Admin Officer
<b>Department/Project:</b>	Health reform project through improved nutrition and water sanitation status in Bardiya District
<b>Report to:</b>	Project Coordinator
<b>Workplace:</b>	Gulariya, Bardiya – Lumbini Province
<b>Job summary:</b>	FAO will work as part of MoFA Japan-funded project to support the Project Coordinator for overall administrative and financial management of the project and oversee standard budgeting, accounting, reporting, and internal control duties. H/she will ensure that program assets (financial and physical) are safeguarded and facilitate financial efficiency; responsible for maintaining HR records, inventory register and supplying the equipment and other logistics to target areas (communities and health facilities)

### 1 Assignment

FAO

### 2 About ADRA

Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist Church. Since its inception in 1956, ADRA has been delivering relief and development assistance to individuals in more than 107 countries through its strong global network. ADRA has operated in Nepal since 1987 with its interventions in health, livelihoods, education and Disaster Risk Management (DRM). By partnering with local communities, organizations, and government, ADRA Nepal delivers relevant programs and builds local capability for sustainable change. ADRA Nepal serves people in need regardless of their ethnicity, political affiliation, gender, or religious association. ADRA Nepal has reached 60 of 77 districts through various programs since its operation.

### 3 Project Background

Health reform project through improved nutrition and water sanitation status in Bardiya District is a MoFA Japan funded project planned to be implemented in Bardiya district of Lumbini Province. The project will contribute to improve the nutritional status and WASH environment through improving administrative governance, infrastructure development and increasing awareness of local people and government personnel. Through the



multifaceted approaches, the project aims to comprehensively improve the health status of residents of target district.

## 4 Required competencies.

### Knowledge

- Bachelor of business studies or business administration (master's degree is desirable) for a recognized university.
- Minimum 3 years of working experience in I/NGOs and multi-donor agencies (health projects)
- Knowledge of Sun System Accounting Software is an additional advantage
- Office management, staff management, basic financial management and procurement management
- Good understanding of the laws of Nepal related to tax, insurance, etc.

### Skills

- A demonstrated ability to manage finance in donor funded project
- Knowledge of Sun accounting system software (accounting software)
- Excellent Finance report writing, data management, documentation and presentation
- Excellent computer skills including Word, Excel and PowerPoint
- Strong interpersonal skills, ability to work in teams and self-management skills
- Experience of working closely with government health sector
- Possessed effective skills to facilitate trainings, seminars and various orientation activities.

### Attitude

- High level of integrity
- Self-motivated and capable of managing work independently
- Organized and systematic approach to work
- Strong interpersonal skills, ability to work in teams and self-management skills
- Willingness to travel to field.

## 5 Responsibilities

- Maintain record of overall expenditure of the program activities in accordance with the direction of Project Coordinator
- Ensure the financial transactions, payments and procurements held as per organization policies and donor compliances
- Prepare and submit financial and admin reports to ADRA country office on accounting principles, entry of vouchers/transactions into Sun System Accounting software and production of required financial reports and statements
- Assist the organization and management of internal and external audits
- Ensure, develop & maintain income goods, equipment, material, and their posting into the proper ledger.



- Calculate the taxes on applicable deducted sources, deposit them in timely to the concerned office and maintain E-TDS system.
- Maintain proper filing and effective documentation of all documents related to finance and administration.
- Provide orientation to the project staff (including NGO staff) on financial norms and policy of the project.
- Handle cash and treasury operations with advanced use of spreadsheets for tracking expenses and payroll system with tax applications, controls for ensuring proper transactions.
- Assist project coordinator in the preparation of project budget/s
- Financial Monitoring of partner organization including review and provide feedback to financial reports of PNGO.
- Review, provide guidance and coaching on accounting software, ensuring accuracy, correctness and completeness of transactions recorded of the partners.

### **Following Instructions and Procedures**

- Conduct any other related duties assigned by the supervisor and designated representative.

