

JOB DESCRIPTION

FINANCE OFFICER

1 Department / Project(s)

Finance & Administration Department

2 Workplace

Kathmandu with some field visit (20%)

3 Reports to / Level

Finance Manager

4 Supervises

Not Applicable

5 Authorized Equipment

Laptop, Pen Drive, shared printer

6 Job Summary

- Ensure that financial documents for all projects, partners are appropriately maintained, and that all procedures and controls are implemented as per ADRA Policy
- Preparation of vouchers
- Ensure that all transactions are properly accounted for and duly approved.
- Preparation of monthly financial statements

7 Required Competencies

7.1 Knowledge

- Bachelor's degree in business management, Commerce or equivalent
- 3 years or, more working experience in similar field.

7.2 Skills

- Excellent coordination and communication skills
- Understanding of donor and government rules and regulations on taxes and other compliance
- Good skills on written and spoken English and Nepali
- Good Computer knowledge; especially excel and accounting package.

7.3 Behaviour Competencies.

Working with People

Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others, and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.

Writing & Reporting

Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Applying Expertise and Technology

Applies specialist and detailed technical expertise; Develops job knowledge and expertise through continual professional development; Shares expertise and knowledge with others; Uses technology to achieve work objectives; Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness, and dexterity; Demonstrates an understanding of different organisational departments and functions.

Following Instruction and Procedure

Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.

8 Responsibilities and Expected Outcomes

8.1 Financial Procedure

- Check bills, supporting documents for correctness & to ensure ADRA Nepal organization policy is properly followed.
- Voucher preparation (settlement, revenue/cash) for projects.
- Prepare, issue Cheque, and obtain approval signature from concern person of project and maintain file.
- Make entries on accounting software (Like: Sun+) on daily basis for projects.
- Regular clearing of receivables/payables for projects/Administration and other entity
- Maintains appropriate filing systems for all financial vouchers and bank statements.
- Maintains electronic backups for accounting software (Like: Sun+) for all assign projects.
- Ensure all transactions are taken place within project period and ensures.
- Collect settlements from staffs and review for settled.

Outcome: All settlements are done complying policies within appropriate time financial recording system is accurate, up-to-date, and appropriate safety measures is applied.

8.2 Financial Implementation/ Reporting

- Coordinates with bank and collects bank statement in regular interval.
- Prepare Bank Reconciliation of all the bank accounts and ensures timely follow up for the un-reconciled items if any.
- Prepare Admin & project reconciliation of the projects.
- Prepare and submits Monthly/Quarterly cash flow as per project. (Prepare the organization's cash flow projection and monitor the continued availability of funds to cover the requirements of the Country Office operations and its component projects and programmes)
- Release funds for project activities to project staffs and implementing partners.
- preparation of accruals as per the policy before closing of any projects.
- Prepare monthly/quarterly/annual financial reports of the projects.

Outcome: The accurate monthly finance reports are generated within appropriate deadlines with clean report.

8.3 Supporting to Implementing Partner

- Review monthly financial reports from project partners.
- Provide written comments to supervisors regarding financial reports on monthly basis.
- Financial Monitoring of partner organization.
- Follow up with partners for regular and timely report submission.
- Fund Management and timely disbursement to Implementing partners.
- Review and provide guidance and coaching on accounting, ensuring accuracy, correctness and completeness of transactions recorded.

Outcome: All project implementing partners get appropriate support and constructive feedback regarding financial management.

8.4 Additional responsibilities

- Other appropriate and relevant duties and responsibilities might be assigned by the supervisor as the project requires.
- Scrutinize all outstanding advances, debtors and report any deviation from agreements to finance Manager.
- Involve in revision of yearly budget, project budget and advise in this regard as and where required.
- Liaison with external auditor regarding annual and donor audit according to the audit agreement.
- Follow the tax policies of GoN accurately and ensures timely deposit tax as per regulations.
- Preparation of financial data of projects for SWC evaluations.
- Perform other related duties, as assigned by the supervisor.



Outcome: The Finance Officer efficiently assist in budget revision, audit preparations and for other responsibility as she/he is able to adopt as changes occur within the project environment and within the project.

8.5 Work Health, Security and Safety (WHSS)

- Performing their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

8.6 Others

- Any other duties assigned by the Supervisor.