

JOB DESCRIPTION

SENIOR FINANCE OFFICER

1 Department / Project(s)

Finance & Administration Department

2 Workplace

Kathmandu with some field visits (20%)

3 Reports to / Level

Finance Manager

4 Supervises

Not Applicable

5 Job Summary

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

6 Required Competencies

6.1 Knowledge

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

6.2 Skills

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

6.3 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 engagingly and expressively; 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 Instructions 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.

7 Responsibilities and Expected Outcomes

7.1 Financial Procedure

- Review financial documents, ensure accuracy, and initiate the payment process for projects he/she is responsible for.
- Voucher preparation (settlement, revenue/cash) for projects and Administration
- Handle accounting software for the projects he/she is responsible for.
- Maintains appropriate filing systems for all financial vouchers and bank statements
- Maintains electronic backups for accounting software (Like: Sun+) for all assigned projects
- Collect settlements from staff and review for settlement.
- Ensure all transactions take place within the project period and ensure

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

7.2 Financial Reporting

- Prepare project-wise Monthly Financial reports including Budget versus expense reports, Trail balance, Fund accountability statements, Schedules, etc.
- Prepare Admin & project reconciliation of the assigned projects
- Prepare and submit Monthly/Quarterly cash flow as per the 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 programs)
- Preparation of accruals as per the policy before closing any projects.
- Follow the tax policies of GoN accurately and ensure timely deposit of tax as per regulations.
- Prepare monthly/quarterly/annual financial reports of the projects

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

7.3 Partner Management

- Review monthly financial reports from project partners.
- Provide written comments to the program team and relevant staff regarding financial reports on a monthly.
- 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 training/guidance and coaching on accounting, ensuring recorded transactions' accuracy, correctness, and completeness.

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

7.4 Additional responsibilities

- Other appropriate and relevant duties and responsibilities might be assigned by the supervisor as the project requires.
- Scrutinize all outstanding advances and debtors and report any deviation from agreements to the finance Manager /Finance and Administration Director.
- Involve in the revision of the yearly projects and admin budget, et and advise in this regard as and where required
- Liaison with GCAS, Project/ donor audit of assigned project and external auditors regarding annual and audits according to the audit agreement.
- Deposit Tax, Gratuity, PF, and different tax every month or as specified.
- Perform other related duties as assigned by the supervisor.

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

7.5 Work Health, Security, and Safety (WHSS)

- Carrying out their duties in a manner that does not adversely affect their 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 about WHSS.
- Immediately report all matters that may affect workplace health, security, and safety to supervisor.
- Correctly use information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and the necessary training and for which all the required safety arrangements are in place; and
- Cooperating with arrangements to assist the return to work of ill or injured employees.

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

7.6 Others

- Any other duties assigned by the Supervisor.