

act:onaid Job Description and Person Specification

Job Title:	Finance Officer	Effective Date:	January 2021
Department:	Finance and Administration	Job Family:	Finance
Reports to:	Finance Coordinator; Matrix Reporting: Grants and Compliance Coordinator - for Partners Management only	Grade:	
Location:	Country Office, Kathmandu, Nepal		
Direct Reports:	Associate Finance Officer		
Job Role			
Role Overview:	S/he is responsible to provide effective and efficient financial management support to Finance Unit for smooth financial operations. S/he will ensure that the books of accounts are maintained as per the required standards and guidelines and responsible to prepare various reports for Finance Unit. S/he will also provide support in Partners' financial and grants management.		
Organizational representation	This position represents AA Nepal to attend various finance network and alliance meetings, knowledge sharing and learning forums, documentation and sharing of feedback with the team.		
Strategy development	This position participates in the development and provides positive inputs for the formulation/update of AA Nepal's financial strategy, policies and procedures.		
Organizational system and compliance	This position is responsible to adhere/comply with approved organisational policies and procedures.		
Accountabilities			
Key Accountabilities / Responsibilities	Key Activities		
Budgeting and planning	<ul style="list-style-type: none"> Support to develop budget and financial planning to ensure that the control of expenditure and the disbursement of resources are in accordance with the established procedures Contribute in the review and consolidation of departmental plans and budgets 		
Monitoring	<ul style="list-style-type: none"> Submit individual monthly work plans and progress reports to Line Manager regularly 		
Reporting	<ul style="list-style-type: none"> Prepare financial reports ensuring that they meet the requirements of AA Nepal's financial guidelines Ensure up to date information and data of financial transactions Prepare quarterly performance plan and quarterly performance review report for finance unit Prepare different types of reports to be submitted to the management, board, general members and government entities 		
Staff management	<ul style="list-style-type: none"> Assign performance objectives to supervised staff; conduct comprehensive performance appraisal of supervised staff, and provide/obtain feedback when necessary 		

act:onaid Job Description and Person Specification

	<ul style="list-style-type: none"> • Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively • Ensure that performance records of staff under supervision are submitted to HROD on time
Capacity development	<ul style="list-style-type: none"> • Support in conducting training on financial process for AA Nepal's staff and its Partner Organisations to enhance their capacity • Provide technical support, guidelines and inputs for finance related activities
Communication and share learning	<ul style="list-style-type: none"> • Contribute and support effective communication for AA Nepal's visibility, profile building, networking and alliance building • Document and share key lessons learnt with other team members, functions, etc.
Accounts Management	<ul style="list-style-type: none"> • Guide and support Associate Finance Officer to keep the books of accounts up to date • Reconcile all balance sheet items (debtors, creditors, staff receivable & payable, medical fund, etc.) in the accounting system on monthly basis • Design and disseminate Monthly Management Accounts to all the budgets centres and units, and also during year end process • Prepare checklist for periodic closing and ensure timely closing of all the entries during end of month and year end process • Review and ensure the Top 10 Basics in financial management of AA Nepal which basics to be circulated to all finance staff • Post all the financial transactions on the system
Compliance	<ul style="list-style-type: none"> • Ensure all statutory compliances that are to be met by AA Nepal, for example, timely deposit of all statutory dues such as TDS and other duties • Ensure Tax Clearance for the staff at the closure of the fiscal year and provide Statutory Reports to different Statutory Bodies as required • Produce financial statement for tax purpose and prepare reports for submission to Inland Revenue office • Prepare final clearance calculation of staff and make necessary adjustments in respect of her/his balances
Audit	<ul style="list-style-type: none"> • Provide support for the external and internal audit of AA Nepal • Prepare audit recommendations implementation plan in coordination with responsible persons and make necessary follow ups
Project Finance, Grants and Compliance (25%) (Reports to Grants and Compliance Coordinator)	<ul style="list-style-type: none"> • Ensure monthly salary and common costs allocation to donor funded projects are updated in the accounting records under approved codes and categories • Keep track of funds received for projects and enter into accounting system following the accrual principle • Ensure the documentation of all donor funded projects are updated, filed and archived as per AA Nepal policies and donor guidelines • Prepare quarterly income and expenditure forecasts in coordination with Grants and Compliance Coordinator and fundraising team from awarded and pipeline projects, and track the forecast with actual
Partnership Management (25%) (Reports to Grants)	<ul style="list-style-type: none"> • Facilitate and process all kinds of payments to Partners based on monthly forecasts • Prepare/Update Partner's financial reporting templates and orient Partner

act:onaid Job Description and Person Specification

and Compliance Coordinator)	<p>Organisations for reporting requirements</p> <ul style="list-style-type: none"> • Receive and review financial reports from Partners ensuring compliance with AA Nepal and donor guidelines • Conduct Partners monitoring visits to ensure consistency with grant's terms and conditions, timelines, budgets, and performance measures • Provide guidance and support to Partner organisations to update their financial policies, manuals and templates to strengthen their internal control system • Import monthly financial report from Partner Organisations in the SUN system ensuring that all the expenditure being imported are under approved analysis codes and account codes • Reconcile the monthly fund balance of Partner organizations with the Sun system balance and facilitate for the settlement of receivable/payable balance • Follow up with Partners for the submission of the monthly financial reports and monthly/quarterly financial forecasts • Prepare Partners' visit and monitoring reports highlighting issues identified and proposed action plans • Develop and facilitate reporting system for effective monitoring of Partners' financial management 	
Others	Any other tasks as assigned by Line Manager.	
Typical People Management Responsibility		
<i>Approximate number of people managed in total</i>	1	
<i>Matrix Manager – (projects/dotted line)</i>	No	
<i>Team leader</i>	No	
<i>Manager of Team Leaders/Managers</i>	No	
What is the global remit? Operates in:		
<i>Own country</i>	Yes	
<i>Geographic region</i>	No	
<i>Multiple geographic regions</i>	No	
<i>Remit covers all ActionAid countries</i>	No	
<i>Financial (limits/mandates)</i>	Limits	
Direct departmental budget:	No	
Organization-wide expenditure	No	
Key Relationships to reach solutions		
Internal (to ActionAid or team)	External	
All departments of AA Nepal	Partner Organisations, Other INGOs, Government Line Agencies	
Education & certifications	<ul style="list-style-type: none"> • Qualified Accountant (CA, ACCA, CPA), or Bachelor's Degree in Accountancy, Finance or its equivalent from a recognized University 	
Essential experience	<ul style="list-style-type: none"> • At least 5 years of work experience in related field in a similar organization • 3-4 years of work experience in a similar role • Experience of working in financial management process • Experience of working in a multi-cultural environment • Experience of working in an international organisation in donor funded 	

act:onaid Job Description and Person Specification

	projects
Essential knowledge	<ul style="list-style-type: none"> • Good understanding of financial management practices in non-profit organizations • Thorough understanding of development and human right issues in the country • Understanding of the project management cycle
Language proficiency	<ul style="list-style-type: none"> • Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential skills	<ul style="list-style-type: none"> • Excellent interpersonal skills including listening, communication, coordination, and collaboration • Analytical and problem solving • Creative and innovative approach • Ability to work under reasonable pressure • Proficient in MS Office Package and financial tools and techniques
Personality trait	<ul style="list-style-type: none"> • Organized • Analytical • Persistent • Collaborative

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AA Nepal's mission and comply with AA Nepal's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*

It is part of every staff member's responsibility to contribute to AA Nepal's principles, strategies, policies, and procedures on *Feminist Leadership, Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse [PSEA]), and Safety & Security.*