

Job Description and Person Specification

Job Title:	Project Finance Officer	Effective date:	September 2026
Department:	Finance Sustainability and Administration	Unit/Project:	Finance Sustainability Unit
Reports to:	Project Finance Manager	Grade:	Five (5)
Location:	Country Office, Kathmandu		
Direct Reports:			
Job Role			
Role Overview:	The Project Finance Officer is responsible for supporting effective financial and grant management of externally funded programmes that contribute to climate resilience, Ecosystem-based Adaptation (EbA), and sustainable development, in alignment with ActionAid International Nepal's (AAIN) Strategy 2029. The position ensures sound financial management, planning and budgeting, grant management, financial and donor reporting, with AAIN policies and procedures, donor requirements, and applicable laws and regulations while providing technical and operational support to implementing partners to strengthen financial management, internal controls, and compliance, and contributes to strengthening AAIN's financial systems, internal controls, and institutional financial sustainability as a member of the Finance Sustainability Unit. This position is responsible to contribute to the following institutional priorities as per the requirements of AAIN: • Feminist Leadership • Sexual Harassment, Exploitation and Abuse (SHEA) & Safeguarding (including Child Safeguarding) • Human right based approach (HRBA) • Behavioural change approach (BCA) • Safety and Security		
Accountabilities			
Organizational representation	• Represents AAIN in finance-, grant-, and compliance-related forums, networks, and coordination platforms with partners, donors, and other development stakeholders. • Promotes sound financial management practices, contributes to knowledge-sharing and learning initiatives, and documents and disseminates key lessons and recommendations to strengthen organizational learning, financial systems, and compliance practices.		
Strategy development	This position participates in the development and provide positive inputs and critical comments for the formulation/update of AAIN’s financial strategy, system, policies and procedures.		

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Organizational systems	This position implements all necessary policies and procedures related to donor financing to ensure that correct procedures are followed by all concerned stakeholders. This position is responsible to adhere/comply with approved organizational policies and procedures
Governance	This position supports and contributes to governance related tasks of the unit.
Key Accountabilities / Responsibilities	Key Activities
Budgeting and planning	• Support finance team, programme team and partner organization on the planning and budgeting for both AAIN and Partners level following the organizational standards, donor's requirements and applicable financial guidelines • Conduct and contribute to the review and consolidation of AAIN's annual plans and budgets while providing technical support to Partner Organisations in the development of work-plan and budget from externally funded programmes • Support the line manager in analyzing and mitigating foreign exchange gain/loss implications during budget preparation and budget revisions. • Provide updated funding information, in consultation with the Line Manager to Head of Finance Sustainability and Administration (HoFSA) to support informed planning and budgeting decisions.
Monitoring	• Monitor the financial performance of externally funded projects and provide regular financial status updates and analysis to the Line Manager, Finance Sustainability Unit and programme team. • Conduct periodic financial monitoring and compliance reviews of implementing Partner Organizations through monitoring visits, desk reviews and other appropriate mechanisms to ensure compliance with donor requirements, organisational policies and procedures, and applicable laws and regulations. • Track and follow up on the implementation of agreed corrective actions at both Partner Organisation and AAIN levels to ensure timely resolution of audit, monitoring, and compliance findings. • Support on Due diligence Process of partners as required
Reporting	• Prepare and submit monthly work plans and progress reports to the Line Manager in a timely manner • Support Line Manager in preparing monthly/quarterly/yearly report. Prepare project grant management status periodically (Fund received, exchange impact, overall status, dues if any) • Prepare periodic financial progress status and share to concern team (Line Manager, Finance team and Program Team) • Ensure that grants and compliance related reports meet the requirements of AA Nepal's guidelines, donor's requirements along with local prevailing laws.

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	• Review implementing partners' periodic financial reports in coordination with the program team to ensure accuracy, completeness, and compliance with donor requirements and organizational policies. • Prepare financial report as per agreed schedule in prescribed format and submit it to the donors while ensuring donor compliances in financial reporting. • Prepare financial monitoring reports highlighting issues identified along with proposed action plans along with follow-up for closing the observations noted.
Capacity development	• Strengthen the capacity of project teams and Partner Organizations on financial and grant management, donor requirements, and key compliance standards to enhance effective project implementation and accountability. • Conduct and facilitate training, workshops, and orientation sessions on financial management, administration, grants, procurement, and donor compliance for project staff and Partner Organizations to strengthen their financial management and compliance capacity. • Prepare and update induction materials and guidance packages covering financial management, donor requirements, compliance, and procurement processes. • Provide ongoing technical support, guidance, and input on finance and administration-related matters to project teams and Partner Organizations.
Communication and Share Learning	• Regularly document and disseminate financial management learnings, best practices, and challenges to enhance team capability and knowledge sharing. • Ensure timely reporting and escalation of critical observations, financial concerns, and any suspected or confirmed fraudulent activities to the concerned authority as per organization policy.
Financial operation and Grant Management	• Timely and accurate recording of all income and expenditure transactions in the accounting system. • Perform periodic bank and account reconciliations and provide alternative for resolution of discrepancies. • Monitor and report exchange gains/losses related to project funds. • Support the timely updating of financial information in the CMS system. • Maintain adequate cash flow to facilitate the smooth implementation of programs and projects. • Provide accurate and timely financial information and reports to the Line Manager, finance team, program team and other stakeholders as required. • Support on SWC or regulatory body compliances like as periodic reports/CPAC/MPAC/evaluations etc. • Allocate and distribute common/shared costs across projects periodically in accordance with organizational policies, guidelines, and standard practices.
Partners' financial Management	• Induct/Orient to partners team about financial, budgeting, governance and grant management aspect • Regularly orient to partner's, project/program, finance team about major donor compliance with associate risk. • Adequate and timely fund flow to partner organization for smooth implementation of program/project

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	• Ensure, review the periodic financial report of partner • Timely make entries of partner's MFR into accounting system-SUN system • Periodic fund reconciliation of partner with AAN records • Ensure legality status of partners on an annual basis
Fundraising	• Support in developing donor proposal budgeting as and when required • Provide necessary information about financial policies and processes to the fundraising team during proposal development
Audit	• Facilitate various audits (internal, external, donor etc.) processes and ensure timely submission of required documentation and information as required. • Facilitation in preparation of audit action plans and follow up on the audit observations and recommendations made by the auditors with Partner Organizations • Support finance team during the annual, international, donors, statutory audits of AA Nepal
Others	• Support to update overall project status of implementing project • Any other tasks assigned by line manager.

Typical People Management Responsibility

<i>Approximate number of people managed in total</i>	0
<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>	As per AAIN policy and authority delegation
Direct departmental budget:	As per AAIN Plan & Budget
Organization-wide expenditure	As per AAIN Plan & Budget

Key Relationships to reach solutions

<i>Internal (to ActionAid or team)</i>	<i>External</i>
All departments of AAIN	Partners, Government agency, donors, like minded organization.

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Education & Certifications	• Bachelor's degree in finance/management/Commerce or equivalent from a recognized university • Master's degree in finance, Accounting or Financial Management, Qualification such as ACCA, CA, CPA qualification are preferable
Essential Experience	• At least 3-5 years of relevant experience • Experience of working in a multi-cultural environment in similar role • Experience of working in Non-Profit Organization I/NGOs in donor funded projects is preferable.
Essential Knowledge	• Has knowledge about different donors' requirements and compliance • Has good knowledge about effective communication among teams, partners and relevant groups • Has knowledge to operate accounting software it's workflow to maintain financial records and transaction
Language proficiency	• Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential Skills	• Skill to operate various computer applications (Word/Excel/PowerPoints/Email Internet) • Capability to work under reasonable pressure, deadlines and multiple priorities • Ability to work in diverse team member
Personality trait	Cooperative, Organized, Persistent, Collaborative, wants to lead, Responsiveness, Transparent, Accountable

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 organisational needs.

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