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| **Job Title:** | **Finance Coordinator** | **Effective date** | July 2019 |
| **Department:**  | Finance and Administration | **Job Family:** | Finance |
| **Reports to:** | Finance and Administration Manager | **Grade:** | Six (6) |
| **Location:** | Country Office, Kathmandu |
| **Direct Reports:** | Finance and Project Compliance Officer; Associate Finance Officer |
| **Job Role** |
| **Role Overview:** | Finance Coordinator provides expert financial management services to ActionAid International Nepal (AAIN) Country Office, Resource Centres and partner NGOs in adherence to the organisation’s financial policy and procedures. This position is a member of the Extended Management Team (EMT) and is responsible for smooth day-to-day financial business process in the Country Office; and support Finance and Admin Manager to monitor and improve the finance function in Resource Centres and partner NGOs.  |
| **Organizational representation** | * This position represents ActionAid to attend various Finance network and alliance meeting, knowledge sharing and learning forums at national and occasionally at international level
* This position promotes the organisation’s image in the community by attendance at relevant meetings and forums
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| **System Compliance** | * This position is responsible to adhere/comply with approved organisational policies and procedures
* Ensure AAN staffs and its partners have met the financial compliances
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| **Strategy development** | * This position contributes on the development and provide positive inputs and critical comments for the formulation/update of AAINs strategy, policies and procedures, mainly Finance Policy and Procedures
* Supports Finance and Admin Manager in preparation of Annual Cost Recovery Plan, Funding gap analysis, and tracking CS funding and its split trend analysis
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| **Organizational systems** | * This position implements all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision
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| **Key Accountabilities / Responsibilities** | **Key Activities** |
| **Budgeting and planning** | * Support in developing and preparing budget and finance planning to ensure that the control of expenditure and the disbursement of resources in finance are in accordance with the established procedures
* Contribute in the development, review and consolidation of AAIN plans and budgets; and annual national resource allocation
* Prepare Local Rights Programme (LRP), Department and Project budgets and import template and upload into Sun system
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| **Monitoring** | * Monitor, review and update the annual budgeting and planning for AAIN to ensure sound budget management; and to ensure AAIN has all the resources required to meet its objectives within agreed financial parameters
* Coordinate with finance persons at Resource Centres for LRP financial review and take corrective measures as and when required in coordination with them
* Conduct field visit monitoring trips to ensure that all project/programme accounting documents are accurate and follow the financial policies and guidelines
* Highlight any areas of concern relating to the projects/works and bring to the attention of the head department, mainly the finance related issues
* Check financial reports of partners and book into the system
* Monitor fund transferred and expenditure of partners and reconciled in the system and take corrective measures as required
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| **Staff Management** | * Support Finance and Admin Manager in providing an enabling environment for Finance staff performance, recognition and reward to encourage staff productivity, innovation and performance (e.g. facilities, equipment, duty facilitation, team building etc.)
* Participate in the review of staff job descriptions and setting of performance standards
* Involves in recruitment of staff under supervision
* Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff and provides / obtains feedback when necessary
* Ensure that performance records of staff under supervision are submitted to HR on time
* Provide induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively
* Work with HROD to identify training needs and development opportunities for supervised staff
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| **Communication and share learning** | * Contribute and support effective communication for AAINs visibility, profile building, networking and alliance building
* Document and share key lessons learnt with other team members, functions, etc.
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| **Capacity development** | * Conduct/facilitate training and workshops on Finance for staff/partners, etc to enhance the capacity in financial and administration management
* Develop and update Finance training modules on a regular basis
* Provide technical support, guidelines and inputs for Finance related activities
* Conduct capacity assessment to guide capacity plan around Finance
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| **Reporting**  | * Prepare the financial reports to ensure that it meets the requirement of AAIN financial policy guidelines
* Keep up to date information and data; and analyze when required for the continuous improvement of AAIN financial policies and procedures
* Prepare monthly/ quarterly/yearly financial report as per the need and share it with Finance and Admin Manager
* Post all financial transactions into the accounting system daily and ensure that the data is up to date
* Oversee the filing of accounting documents related to project for audit or future reference
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| **Others** | * Perform all treasury management tasks for funds as per the annual plan and budget/ and as and when required
* Responsible for the administration of the accounting system
* Support in Proposal Development, Contract Management, Funding Management
* Support in Partnership Development and Management
* Support in Local Rights Programme (LRP)/project planning, development, implementation, start-up/phase-out, Sponsorship Coordination and Management
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| **Typical People Management Responsibility**  |
| ***Approximate number of people managed in total*** | **Two** |
| ***Matrix Manager – (projects/dotted line)*** | **No** |
| ***Team Leader*** | **No** |
| ***Grandfather- manager of Team Leaders/Managers*** | **One (Finance Assistant)** |
| **What is the global remit? Operates in:** |
| ***Own country*** | **Yes** |
| ***Geographic Region*** | **Nepal with frequent national field visits and occasional international visits**  |
| ***Multiple Geographic Regions*** | **No** |
| ***Remit covers all ActionAid countries*** | **No** |
| ***Financial (limits/mandates)*** | **As per AAIN Scheme of Delegation**  |
| **Direct departmental budget:**  | **As per AAIN Annual Plan & Budget**  |
| **Organization-wide expenditure**  | **As per AAIN Annual Plan & Budget** |
| **Key Relationships to reach solutions** |
| ***Internal (to ActionAid or team)*** | ***External***  |
| All departments of AAIN, Resource Centres, international and Regional Offices | Other INGOs, Government Line Agencies, Alliances and other stakeholders |
| **Person Specification** |
| **Education & Certifications** | * An MBA or a Master’s degree in Finance or its equivalent from a recognised university
* Accounting or Financial Management Qualification such as ACCA, CA are preferable
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| **Essential Experience** | * At least 3-5 years of work experience in related field in similar organization
* Experience of working in a multi-cultural environment
* Experience in developing Financial management systems, policies and procedures is preferable
* Experience of people/team management is preferable
* Experience of working in international organisation in donor funded projects
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| **Essential Knowledge** | * Thorough understanding of development and human right issues in the country
* Sound knowledge in the political, social, economic and historic environment in which ActionAid’s poverty alleviation programmes are operating
* Understanding of the project cycle management and role/significance of finance and administration in the cycle
* Good understanding of financial best practices in non-profit organisations
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| **Language proficiency** | * Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
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| **Essential Skills** | * Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing
* Proven self/people management skills
* Demonstrated ability to work under reasonable pressure, deadlines, and multiple priorities
* Expert in analysing data and translating them into easily understandable user-friendly information
* Skilled at solving problems using innovative approach
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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 AAIN's mission and comply to 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.*