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| **Job Title:** | | **Finance and Administration Manager** | | **Effective date** | May 2019 |
| **Department:** | | Finance and Administration | | **Job Family:** | Finance and Administration |
| **Reports to:** | | Executive Director | | **Grade:** | Seven (7) |
| **Location:** | | Country Office, Kathmandu | | | |
| **Direct Reports:** | | Finance Coordinator; Procurement and Administration Officer | | | |
| **Job Role** | | | | | |
| **Role Overview:** | Finance and Administration Manager is a member of the Senior Management Team (SMT) at ActionAid International Nepal (AAIN), who will lead the financial and administration management towards achieving the organisational vision of *a just and equitable society in Nepal and beyond, where every person enjoys the right to a life of dignity and freedom from poverty and inequality.* This position is overall accountable and responsible for **finance management, cash flow management, statutory requirement controls, admin, procurement/logistics management, asset inventory management and office maintenance/insurance.** | | | | |
| **Organizational representation** | * This position represents AAIN in various financial/admin network and alliance meetings, knowledge sharing and learning forums, document and share feedback with the team and beyond * This position is a member of Senior Management team (SMT) to participate in regular SMT meeting to contribute to the strategic direction, delivery and decision making and ensure that awareness of Finance and Administration related matters is brought to the attention of SMT members * This position acts as focal person for AAIN in the Finance and Administration to ensure that guidelines, policy and systems are effectively developed, implemented and understood by all staff | | | | |
| **Strategy development** | * This position participates on the development and provide positive inputs and critical comments for the formulation/update of AAINs strategy, policies and procedures * This position reviews, develops the strategy in Finance and Administration at country level in line with international policy and ensure the implementation of the strategic objectives assigned in Finance and Administration. | | | | |
| **Organizational systems** | * This position reviews and ensures that all policies and procedures in Finance and Administration in AAIN are compliant with ActionAid International standards and local relevant laws and regulations, and reflect the needs and objectives of the organisation * This position recommends to the Executive Director any changes that might be required to improve in Finance and Administration area of responsibilities * This position implements all necessary policies and procedures to ensure that correct procedures are followed by staff under supervision * This position ensures timely implementation of Financial/Admin related audit action plan | | | | |
| **System Compliance** | * This position is responsible to adhere/ Comply with approved organisational policies and procedures including reporting | | | | |
| **Governance** | * This position provides periodic input and advice at board meetings on Finance and Administration (as and when requested/instructed by ED) * This position ensures smooth and effective functioning between Finance & Administration and Finance & Audit Committee of the Board | | | | |
| **Key Accountabilities / Responsibilities** | * Key Activities | | | | |
| **Budgeting and planning** | * Prepare Finance/Admin budget planning to ensure that the control of expenditure and the disbursement of resources in Finance and Admin are in accordance with the established procedures * Lead the development, review and consolidation of AAINs overall as well as project-wise financial plans and budgets; and the annual national resource allocation * Support and facilitate to prepare budget and plan of partners (LRP and project) * Support FR team in preparation of budget for proposal development * Ensure organisational Annual Cost Recovery Plan, Funding Gap analysis are done and shared among the SMT * Ensure CS funding and its split trend are analysed and shared among the SMT for further necessary actions | | | | |
| **Monitoring** | * Develop, monitor, review and update the Finance and Admin activity work plan to ensure that the function attains its objectives as cost-effectively and efficiently as possible * Ensure individual monthly work plans and progress reports are submitted to line manager regularly. * Guide and facilitate AAN program team and partner staffs on financial monitoring the Local Rights Programme (LRP)/project | | | | |
| **Reporting** | * Ensure the preparation of Finance and Admin reports to ensure that it meets the requirement of AAIN compliances * Keep up to date Finance/Admin information and data and provide the analysis when required for the continuous improvement of AAIN * Prepare monthly/quarterly/yearly report on Finance & Admin and share it with the SMT * Provide inputs in the development of other functions’ reports to ensure it is in accordance with the requirement * Responsible for donor financial reporting and compliances | | | | |
| **Finance Management** | * Control of expenditure and the disbursement of resources of the budget in Finance and Administration to ensure the compliance with financial policy and procedure manual | | | | |
| **Communication and share learning** | * Document and share key lessons learnt with other team members, functions, etc. * Share organisational quarterly financial status and report among SMT * Share SMT/EMT discussion and decision with the team | | | | |
| **Staff management** | * Ensure an enabling environment for staff performance, recognition and reward of Finance & Admin in charge 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 | | | | |
| **Capacity development** | * Conduct training on Finance and Administration for staff/partners, etc to enhance the capacity in financial and administration management as needed * Develop and update Finance/Admin training modules on a regular basis * Provide technical support, guidelines and inputs for Finance/Admin related activities * Work with HROD to identify training needs and development opportunities for supervised staff * Conduct capacity assessment to guide capacity plan around Finance/Admin | | | | |
| **Other Institutional Responsibilities** | * Support in Proposal Development, Contract Management, Funding Management * Support in Partnership Development and Management * Enable and sustain a motivating working environment throughout the Finance and Admin Team that nurtures and sustains staff motivation and morale to deliver the overall organisational mission * Act as a focal person to handle staff grievances and support the HROD Manager in dealing with it if needed * Update as needed for purposes of ensuring consistent implementation interpretation timely communication of organizational policy and compliance | | | | |
| **Typical People Management Responsibility** | | | | | |
| ***Approximate number of people managed in total*** | | | **Two** | | |
| ***Matrix Manager – (projects/dotted line)*** | | | **Finance and Admin staff at Resource Centres** | | |
| ***Team Leader*** | | | **No** | | |
| ***Grandfather- manager of Team Leaders/Managers*** | | | **Officers/Associate Officers in Finance & Admin** | | |
| **What is the global remit? Operates in:** | | | | | |
| ***Own country*** | | | **Yes** | | |
| ***Geographic Region*** | | | **Nepal, Asia Region with frequent national and occasional international travels** | | |
| ***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 | | | | |
| **Experience** | * At least 5-7 years of work experience in related field in similar organization; experience working in a senior management role is preferable * Experience of working in a multi-cultural environment * Experience in developing Financial and Admin management systems, policies and procedures is preferable * Experience of people/team management * Experience of working in international organisation in donor funded projects * Experience of allocating, managing, approving and monitoring departmental budget is preferable | | | | |
| **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 | | | | |
| **Language proficiency** | * Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali | | | | |
| **Essential Skills** | * Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing * Proven leadership and self/people management skills * Demonstrated ability to work under reasonable pressure, deadlines, and multiple strategic and operational priorities * Expert in analysing data and translating them into easily understandable user-friendly information * Skilled at solving problems using innovative approach | | | | |

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.*