

## **JOB DESCRIPTION FOR MAIN PROGRAMME POSITION**

Position	: Administrative and Finance Officer
Programme	: EnergizeNepal Programme (ENEP)
Location	: Dhulikhel with field visits as necessary
Period of Service	: Initial one year up to July 2021 (subject to satisfactory performance)

The Administrative and Finance Officer is responsible for the integrity, control and compliance with all aspects of financial management including handling all the accounting activities of the ENEP. He/she will also be administrator of the programme with supervisory role over support staff and serving as the ENEP's HR manager. In addition, the Administrative and Finance Officer will provide technical support to the team in conducting financial analysis, financial record keeping and management.

### **Responsibilities and duties:**

- Maintain clear and up-to-date books of accounts that meet internationally accepted accounting principles and financial reporting standards
- Manage ENEP operations funds and ensure adequate financial liquidity for the smooth running of the office
- Prepare regularly financial reports/statements for the Programme Manager's review and submission to the PAC, donors and other stakeholders
- Together with the Programme Manager, prepare annual budgets to be presented to the PAC for approval.
- Manage budget to ensure that budget line items are expended as per approved budget
- Ensure that finance usage is strictly in line with ENEP policies
- Maintain clear record of programme funds utilization under a multi-donor approach to ensure clear accountability for donor funds
- Ensure timely disbursement of funds to project partners
- Manage ENEP's operation including controlling purchases and expenses
- Supervise support staff under the guidance of the Programme Manager to ensure smooth running of activities
- Play the role of ENEP HR Manager; hence design and maintain proper personnel files for all ENEP staff
- Maintain payroll and ensure timely payment of staff
- Conduct regular inventory and maintain an up-to-date record of ENEP assets
- Ensure proper and safe filing of all records and contracts signed by ENEP
- Avail all necessary information during internal and external audit processes as may be required by Auditors
- Provide technical advice, mentoring and/or training to staff of partner institutions on matters related to accounting and finance management
- Participate in developing ENEP proposals and reports to be presented to the PAC, donors and other stakeholders as may be required
- Any other duty as may be requested

### **Qualifications:**

- Master's degree in accounting, commerce, business administration, finance or related field from a recognized university or in similar fields;
- For 4 years' bachelor's degree with first division in related field with 2 years of work experience is required

- For bachelor's degree in related field at least second division with 6 years of work experience in support staff level or above
- Ability to conduct financial analysis with long, medium, and short term financial planning and proven budget/liquidity management skills;
- Previous work experience on development organization would be an added advantage;
- Excellent communication and interpersonal skills and be able to lead a team;
- Proficient in computer applications with software-based accounting;
- Fluency in spoken and written English and Nepali;
- Understanding on Gender Equity, Social Inclusion and conflict sensitivity.