

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title:	Finance and Administrative Assistant
Project:	Safer Migration Project (SaMi)
Location:	Project Management Unit (PMU), Safer Migration Project (SaMi)/HELVETAS Swiss Intercooperation, Nepal, Lalitpur
Reporting to:	Finance and Administrative Officer, Safer Migration Project

Job purpose: Finance and Administrative Assistant supports

1. Day to day Financial management of PMU
2. Provide Administrative support to PMU
3. Support Finance and Admin Officer in overall financial and administrative management of PMU

Roles and Responsibilities:

1. Policies and Guidelines

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

2. Support on Financial Management

- Check and verify staff's TA/DA for field visits, Children Education Allowance, Transportation expenses and other day to day expenses of the unit.
- Process for the necessary payments of the claims and other expenses.
- Prepare payments for partner organizations, service providers, consultants etc.
- Closely work with respective bank to deposit bank cheques/drafts/cash, make drafts, arrange for fax transfer etc.
- Support Finance and Administrative Officer to prepare periodic financial statements and budget monitoring sheets.
- Visit to partners/district, monitor records and support for proper recording of books of account.
- Check the financial statement of partner organizations, service providers, consultants etc.
- Handling of petty cash, as well as preparing and requesting reimbursement as needed.
- Process the VAT claims and ensure timely online submission of VAT returns to Programme Office for refund.

3. Support to the Administrative Management

- Manage SaMi employees insurance for medical check-up, its claim and follow-up for refund.
- Manage the procurement of day to day minor and consumable items as required.
- Support on preparation of travel arrangement for SaMi staff and collaborators as requested.
- Arrange logistic support to projects, staff, meetings, workshops, training and/or other activities as required.
- Operate and ensure efficient operations of the administrative facilities (e.g. computers, copier, phone, fax, e-mail etc and procure needed expendable goods)
- Facilitate IT related services.

4. Others

- Perform other duties as agreed with Team Leader or his/her designate.
- Perform close working relation with other staff member and particularly Receptionist cum Secretary of SaMi.

Required Skills, Experience and Competencies

Education:

- Minimum Bachelor degree. Major in Accounting/finance is preferred.

Experience:

- At least three years of experience in finance/accounting work in a similar position preferably with I/NGO.

Competencies Required

- Planning, implementing and monitoring of administrative & financial activities.
- Understanding of general taxation rules and regulations
- Skills in managing & updating proper financial as well as administrative records.
- Communication, Facilitation and negotiation skills
- Working in partnership among different stakeholders especially with government line agencies, NGOs and suppliers/vendors.
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Knowledge on conflict sensitive program management
- Willingness to work with diversified team members
- Documentation and reporting
- Knowledge of any accounting software
- Proficiency in using office application software.

Modification

The terms of reference can be reviewed and modified with mutual consent and are to be confirmed in writing.

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____