

# HELVETAS Swiss Intercooperation Nepal

## Trail Bridge Support Unit

### Job Description

**Job Title:** Finance and Administrative Officer (FAO)

**Location:** Surkhet and Bardibas

**Reporting to:** SWAp Facilitation Manager (SFM) at Special Focus Unit.

#### **Job Purpose:**

- The FAO is responsible for smooth execution of overall management of financial and administrative matters as required by the project. In addition, FAO shall also be responsible for supporting and monitoring the Regional Partners for financial record keeping and reporting.
- The FAO is responsible to adhere Policies, Guidelines and Manuals related to Finance and Administration.
- The FAO is responsible for Procurement Management, Inventory Management and Logistics Supports.

#### **Roles and Responsibilities:**

##### **1. Compliance of Policies, Guidelines and Manuals**

- Ensure compliance with SWAp Framework for the Trail Bridge Sub-Sector for the period covering July 2014 – June 2019, Bi-lateral Project Agreement signed between the Government of Switzerland and the Government of Nepal and its relevant documents, Guidelines of Social Inclusion, Poverty Orientation, Gender and Good Governance, Annual Program and Budget (YPO) of LBS/DoLIDAR and Annual Plan of Action for Technical Assistance and guidelines from the authority concerned.
- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, regulations, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

##### **2. Planning, Budgeting, Monitoring and Reporting**

- Support the SFM in preparation of annual budget, Yearly Plan of Operation (YPO), financial report and periodic project report.
- Monitor budget and expenses according to programme phase and annual budget; ensure adherence to annual program and budget.
- Support Regional Partners in preparation of annual program and budget.
- Coordinate with Regional Partners for collection and compilation of statement of expenses and support them for financial reporting.
- Prepare financial plans and reports as required.
- Consolidate and analyse various finance related data to support planning and management.

### 3. Financial Management

- Collect and check invoices, prepare vouchers for timely ~~payment~~ ~~and payment and~~ post into accounting system.
- Handle bank related work and cash transactions including preparation of cheques, bank transfer requests and other correspondence with banks.
- Manage staff accounts for salary and benefits and other related accounts.
- Prepare financial plans and periodic financial statement.
- Prepare monthly fund requirement and make request.
- Ensure internal control system is well functional.
- Ensure control and timely settlement of advances of staff, suppliers, Consultants and Educational Institutes.
- Facilitate and support internal and external Audit.
- Keep timely and proper records of all financial transactions.
- Prepare monthly cash and bank reconciliation.
- Prepare quarterly financial statement.
- Report on all financial matters of the SFU and executing partners.
- Maintain record of cost of different training packages.
- Carry-out financial administration of the SFU and executing partners.
- Purchase, Update and monitor Insurance policies of personnel (including staff members of partners for training and travel period), vehicles, houses and office goods.
- Coach UCs and NGOs on keeping records of financial transaction.
- Visit sites on need basis and support in account keeping.
- Involve and support on allowance payment at training sites namely Social Organizational Support, Demonstration Model Bridge, Leadership and Routine Maintenance training etc.

### 4. Administration

- Supervise subordinates, their performance and coach them as needed.
- Manage inter / intra office communication and keep records.
- Supervise logistic arrangement.
- Maintain day to day office administration (correspondence, secretarial service etc.)
- Ensure supply of water, electricity, telephone, fuel and internet. Collect bills and arrange for timely payment.
- Prepare Contract Agreements with NGOs, consultants, Suppliers etc.
- Ensure security, safety and maintenance of office premises, office materials equipment and tools.
- Ensure vehicle log book is maintained, keep records of Pvt. Use, inter project use and charge KM accordingly.
- Ensure vehicle maintenance and servicing.
- Ensure follow up of HELVETAS Swiss Intercooperation Nepal manuals, policies and regulations.

- Carry necessary administration related to contracting NGO for staff function.
- Support SFU and partners in administrative and financial matters as and when necessary.
- Support for logistic arrangement for capacity building activities at local, district and regional level.
- Support for logistic arrangement for carrying out Baseline survey, Post Bridge Building Assessment, Impact studies etc.
- Prepare the staff movement plan.
- Maintain minutes of meeting as necessary.
- Ensure the partners keep personnel and financial records as per set standards.
- Monitor that the partners adhere to all the agreements and related policies as set in the Contract Agreement between the Partners and TBSU/HELVETAS Swiss Intercooperation Nepal.

#### **5. Inventory/Store management**

- Facilitate procurement of construction materials and keep inventory in computer based software and ensure proper storage of all store items.
- Engage and support for purchase of general items and office automation equipment.
- Supervise delivery of construction material to the bridge sites on demand.
- Conduct periodic physical verification of stock and inventory.
- Support for preparing list of the items to be auctioned and write off.

#### **6. Others**

- Other task as and when necessary and as directed by the SFM, TL and FAM.

### **Required qualification, experiences and competencies**

#### **Minimum qualification and experience required**

Bachelor's Degree in commerce, Business Studies, Business Administration or in Business Management with Finance/Accounting and having 3 years' work experience in similar field.

#### **Competencies required**

- Good understanding about financial control system.
- Good understanding of contract management.
- Familiarity with the functioning of DDCs/DTOs, NGOs and private firms.
- Good understanding of Conflict Sensitive Program Management.
- Good verbal and written communication in Nepali and English.
- Ability to interact independently with DDCs/DTOs, NGOs and private firms.
- Excellent team player, client-oriented with managerial skills.
- Readiness to conduct field visits in rural areas with simple facilities.

- Self-motivated and Result oriented.
- Good time management and task prioritization skills.
- Able to interact effectively with all stakeholders.
- Commitment towards gender equality, social inclusion and poverty reduction.
- Demonstrated ability to work with multi-cultural team.
- Ability to work under time pressure.

Incumbent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader's Signature \_\_\_\_\_

Date: \_\_\_\_\_