

HELVETAS Swiss Intercooperation Nepal Job Description

Job Title: Finance and Administrative Officer (FAO)
Project: Water Resources Management Programme (WARM –P)
Location: WARM-P Program Management Unit, Surkhet
Line Manager: Team Leader, WARM-P/HELVETAS Swiss Intercooperation, Nepal

Job purpose:

- The Finance and Administrative Officer (FAO) will be responsible for performing day to day financial management functions of WARM-P as per the HELVETAS Swiss Intercooperation Nepal Policy Manuals.
- The FAO will be responsible to maintain financial and administrative system of WARM-P based on HELVETAS Swiss Intercooperation Nepal's policies.
- The FAO will facilitate and ensure effective implementation of all HELVETAS Nepal policies by the staff of WARM-P

Duties and Responsibilities

1. Compliance of Policies Guidelines and Manuals

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and manuals (personnel, financial and administrative and other applicable policies, guidelines and Manuals).
- Ensure adherence to the Security Response Guidelines (SRG), Basic Operating Guidelines (BoG), Conflict Sensitive Programme Management (CSPM), HELVETAS Swiss Intercooperation Nepal Code of Conduct Against Corruption.

2. Planning, Budgeting and Reporting

- Support the TL in preparation of annual budget, Yearly Plan of Operation (YPO), financial report and periodic project report
- Monitor budget according to programme phase and annual budget; ensure adherence annual program and budget
- Prepare financial plans and reports as required

3. Financial Management

- Check invoices, prepare payment and vouchers and post into accounting system
- Handle cash and bank transactions including preparation of checks, bank transfer requests and other correspondence with banks
- Manage staff accounts for salary and benefits and other related accounts
- Facilitate and support internal and external Audit
- Keep proper record of all financial transactions
- Prepare cash and bank reconciliation; reconcile fund account on quarterly basis
- Monitor insurance of personnel, goods, vehicles, house etc.
- Ensure financial control system is functional and timely payments and settlements of the advance are made

4. Administration

- Ensure proper implementation of the administrative aspects of the programme
- Keep inventory of programme materials and equipment; maintain proper storage system of all store items

- Ensure computer based inventory systems (MCMS, HRIS, House Inventory etc.) are updated regularly
- Conduct periodic physical verifications of stock and inventory
- Maintain day to day administration (correspondence, secretarial service etc.)
- Support logistic arrangement of programme
- Facilitate procurement office materials and construction materials
- Keep record of water, electricity, telephone and internet bills and arranges for timely payment
- Work out KM charges of vehicles used by PO, other HELVETAS projects and HELVETAS employees
- Manage agreements and contracts of staff, NGOs, consultants etc.
- Ensure security and safety of office and office materials, equipment
- Manage maintenance of office equipment and tools
- Ensure proper management of filing system of the documents of the programme

5. Other

- Perform other tasks as dispensed by Team Leader

Required Education, Experience and Competencies

Education:

Master degree in Business and Administration/MBS or equivalent

Experience and Competencies:

- Minimum 3 years of working experience in [a](#) relevant field; working experience with INGOs an advantage
- Sound knowledge and skill on budgeting, financial management and reporting
- Good understanding of development programme budgeting, financial management and operational system
- Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications
- Understanding of issues related to gender, social equity and poverty alleviation
- Result-oriented personality/ maintaining deadlines
- Excellent interpersonal, intercultural competencies and team player
- Good communication in Nepali and English, both written and oral
- Ability to effectively communicate and put his/her idea forward
- Showing initiative in making processes more effective and cost efficient

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____