

## Job Description

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| <b>Job Title:</b>    | Administration and Finance Personnel   |
| <b>Location:</b>     | Safer Migration Project- PCU, MOLE with field visits as and when required  |
| <b>Reporting to:</b> | Project Coordinator, Safer Migration Project- PCU, MOLE  |
| <b>Job purpose:</b>  | The Administration and Finance Personnel maintain financial and administrative system of PCU of SaMi project based on GON policies and procedures. |

### Duties and Responsibilities:

Specific tasks and responsibilities of this position include, but are not limited to the following:

#### A. Support in Budgeting and Reporting

- Supports the PCU coordinator in preparation of annual budget
- Monitors budget and exercises budgetary control
- Prepares financial reports as required

#### B. Financing and Administration

- Prepares financial plans and periodic financial statement
- Ensures internal control system is functional and timely settlements of the advance
- Facilitates and supports internal and external Audit
- Keeps and manages staff account, prepares chart of Accounts
- Keeps records of all financial transactions
- Handles cash and bank transactions, prepares cash and bank reconciliation
- Reconciles fund account on quarterly basis
- Maintains record of cost of different training packages
- Carries-out financial & general administration of the District Office
- Manages inter / intra office communication and keep records
- Monitors Insurance of personnel, goods, vehicles/house
- Ensures adherence annual program and budget

#### C. Inventory/Store Management

- Keep record & maintains proper storage system all store items
- Physical verifications of stock and inventory
- Ensure proper logistic arrangement
- Facilitates procurement planning

#### D. Others

- Maintenances of office equipment and tools
- Ensures supply of stationery & other necessities
- Carries necessary administration related to contracting NGO for staff function
- Manages agreements and contracts
- Manages correspondence, filings, mails and ensures security and safety of office

- Other task as and when necessary as directed by the PCU Coordinator

**Required Skills, Experience and Competencies**

**Education:**

Bachelor's Degree in Commerce or Management (Masters Degree preferred).

**Experience:**

- Minimum 3 years working experience in the relevant field
- Skill on budgeting, financial management and reporting
- Knowledge on GoN, donor financial and taxation rules/regulations
- Result oriented, ability to handle multiple tasks and maintain deadlines
- Proficiency in preparing financial reports in Nepali and English
- IT: 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 migration, gender, social equity and governance

Approved by:

Date:

Incumbent's Signature:

Date:

Supervisor's Signature:

Date: