

WOREC

Job Title: Associate Finance Officer	Department: Admin & Finance
Reporting To: Senior Finance Coordinator	Location: Balkumari, Lalitpur
<p>Brief Position Description: The Associate Finance Officer will play a crucial role in supporting the financial operations of WOREC at the Balkumari, Lalitpur office. Under the guidance of the Finance Department, the Associate Finance Officer will be responsible for financial, administrative, and procurement tasks, ensuring effective and compliant financial implementation in accordance with organizational policies, relevant acts, and standards.</p>	
<p><u>Job Description:</u></p> <ul style="list-style-type: none">● Maintain accurate and up-to-date books of accounts with proper documentation.● Ensure compliance with organizational and project-specific financial policies and procedures.● Prepare and submit monthly, quarterly, and annual financial reports in a timely manner.● Conduct monthly bank reconciliations and manage petty cash transactions.● Coordinate with District Coordinators, Project Officers, and Finance/Admin Managers on financial matters including contract modifications and approvals.● Support financial planning and budgeting activities as requested by the line manager.● Ensure timely payments to vendors, utilities, and service providers, avoiding penalties or delays.● Provide support during internal and external audits, ensuring availability of all required supporting documentation.● Record and verify all financial transactions accurately by preparing proper vouchers.● Support the verification of monthly, quarterly, semiannual, and annual financial reports including Fund Accountability Statements and variance analysis.● Prepare and present quarterly audit-related reports and contribute to process improvement.● Offer objective financial advice to ensure compliance, legality, and alignment with organizational goals.● Perform any other duties as assigned by the line manager.	

Qualifications and Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- At least 1 year of relevant experience in financial management, preferably in the NGO or development sector.
- Sound knowledge of financial regulations, reporting standards, and accounting systems.
- Proficiency in financial software (e.g., Tally) and MS Office applications.
- Strong interpersonal, communication, and coordination skills.
- Ability to manage multiple tasks and deadlines in a dynamic work environment.
- High degree of integrity, transparency, and accountability.