

## **Job Description**

**Designation** : Finance Officer  
**Reports to** : Finance Coordinator  
**Location** : Kathmandu

### **TOR for Finance Officer Position**

The Finance Officer will be the lead responsible person for the overall financial management of the projects and collectively of the organization. The FO will be accountable for all the project's effective use of funds and planning, to ensure operational and programmatic efficiencies. he will oversee the effective and appropriate use of financial resources, and develop effective mechanisms to monitor the expenditures. he will support to ensure effective implementation of administrative, financial, and human resource policies in line with relevant rules, acts and standards. She will ensure compliance with Donors regulations and organizational policies.

The FO will report to Finance Coordinator but will work in close coordination with Program Operations Unit that also looks after General Administration, Human Resource Management, Assets Management and Procurement Units.

### **Duties and Responsibilities**

Administer and monitor the financial system in order to ensure that the WOREC finances are maintained in an accurate and timely manner

- Assist with preparation of the Administration Budget, Program Budget and Personnel Budget.
- Implement financial policies and procedures
- Establish and maintain cash controls and reconcile the general ledger
- Manage bank accounts, and the transfer of money between head-office, branch offices and field offices
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts and process supplier invoices
- Maintain the purchase order system
- Ensure details entered into the system
- Process pay cheques and issue the moral accounts due
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare vouchers and ensure the transaction are well recorded
- Prepare Fund Accountability Statements (FAS )
- Prepare monthly financial statements for all projects
- Prepare quarterly, semiannual and yearly reports and report on variances
- Provide any other financial information, as requested, and respond to any other financial queries.
- Assist with the Statutory and projects audit
- Liaise regularly with budget holders.
- Maintain the computerized accounting system
- Maintain financial files and records properly
- Issue records of Employment and set up employee files
- Verify and code time sheets and hours worked
- Calculate employees salaries, deductions and contributions
- Enter payroll information into the computerized accounting system
- Calculate source and miscellaneous deductions

- Support team in CIT deposition, cheque deposition, bank transaction as per need
- Coordinate with the group for work priorities and ensure that all deadlines are met
- Prepare and file payroll summaries, journals and reports
- Perform other related duties as per the need of finance and admin unit
- Coordinate and monitor the working districts on regular basis
- Facilitate in the capacity building of district finance colleagues on periodic basis.

The staff agrees to maintain strict confidentiality of financial and staff related matters like grades, salaries and benefits and takes responsibility of accounts room keys and belongings in cash and kind in his possession.