



JOB DESCRIPTION

(For the position based in partner NGO to implement programs funded by Room to Read)

Job Title:	Administration and Finance Officer
Reports to:	Program Manager/Coordinator
Supervisory Responsibility	Finance, Administration, Human Resource Management & Logistic
Based in:	Suryodaya Club, Syangja
Contract Length:	One-Year contract initially with the possibility of renewal based on performance
Salary & Benefits:	As per the Organization Policy

A. ORGANIZATION PROFILE

Founded in 2000 on the belief that World Change Starts with Educated Children®, Room to Read is creating a world free from illiteracy and gender inequality. We are achieving this goal by providing support during the two most critical time periods in a child's education: primary school for literacy acquisition and secondary school for girls' education. Our Literacy Program trains and coaches teachers, creates quality books and curricular materials and establishes libraries filled with diverse children's books in local languages that can be enjoyed at school or home. Our Girls' Education Program helps girls build skills to succeed in secondary school and make key life decisions by providing life skills curriculum, opportunities for mentorship and peer support, and family and community engagement. We deliver additional remote solutions that leverage local logistical infrastructure, broadcast media networks and internet-based technologies to facilitate learning beyond the classroom. Room to Read collaborates with local communities, partner organizations and governments to test and implement innovative models that can be integrated into the education system to deliver positive outcomes for children at scale. To date, Room to Read has benefited more than 50 million children across 28 countries. By the end of 2027, aim to double the number of children and communities we support each year. Learn more at www.roomtoread.org.

B. SURYODAYA CLUB ORGANIZATION PROFILE

Suryodaya Club, Syangja is a non-governmental, non-profitable, and non-political social organization. It was established in 2054 B.S. by a group of youth with the aim of empowering vulnerable, poor, and disadvantaged populations in different regions of Nepal. Suryodaya Club also aims to break the cycle of poverty through sustainable agriculture development, health and education reforms, entrepreneurship development, and livelihood support thereby enabling communities to be self-reliant.

Suryodaya Club is registered under the Organization Registration Act 2023 of Nepal in the District Administration Office, Syangja (Regd. No. 582, Date: 2054/04/19 B.S.). It is also affiliated to the Social Welfare Council, Nepal under the Social Welfare Act, 1992 (SWC No. 6919, Date: 2054/11/29 B.S.) and the Inland Revenue Office (PAN Regd. No. 302487314) Suryodaya Club has managed through internal resources and the other being the external programs managed through internal resources and the other being the external programs operated in partnership with different agencies and organizations.

Suryodaya Club is always devoted to establishing a well-developed and equally responsible civil society. Hence, we are focusing on fulfilling this aim by mobilizing local community-based human resources and natural resources

thereby contributing development of the country. In our working experience, we have significantly increased our capability to achieve the vision. As per our good performance, we received the Best NGO Award 2059 from the District Development Committee, Syangja, and the Best Income-oriented and consciousness-oriented program Putalibazar Municipality, Sayngja. <https://suryodaya.org.np/>

C. ROOM TO READ IN NEPAL

To date, Room to Read in Nepal has partnered with government schools to establish over 4,814 school libraries to encourage a habit of reading in primary school children, published 403 children's books for quality materials to read, constructed over 1,249 schools, renovated 46 schools, and helped create an enabling learning environment through comprehensive Reading & Writing Instruction program in 1,642 primary classrooms. Room to Read in Nepal has supported over 11,608 girls from underprivileged families to complete secondary education and beyond by providing material, academic, and life skills education support through our Girls Education and Gender Equality Program. As per our global strategy, Vision 2025, our focus has been to scale our programs in a strategic partnership with the government to reach more needy children, schools, and communities in urgency. Room to Read works in two thematic areas: Literacy Program (LP) and Girls' Education and Gender Equality Program (GEP). We are at a growing stage and working to expand our coverage more in the future.

D. POSITION OVERVIEW

Administration and Finance Officer (AFO) is responsible for overseeing the administrative and financial transactions of the organization with technical and financial support of Room to Read. The position is tasked with developing budgets, monitoring transactions, and preparing financial reports. H/she possesses strong accounting and analytical skills. In addition, he/she supports the conduct and management of audits, prepares donor and operational budgets, and facilitates procurements. H/she plays facilitation role during overall procurement process of the organization and need to play lead role for logistic arrangements. H/she is responsible for the day-to-day management of financial transactions and procedures in line with organizational policies and principles.

E. ROLES AND RESPONSIBILITIES

Accounting & Finance

- Maintains books of account accurately and regularly. Makes posting/Approves all the expenses to the relevant books of accounts as per Suryodaya Club and Room to Read's requirements.
- Checks the authenticity of the bills, vouchers, and other supporting documents of Room to Read project before releasing the payment to assess the accuracy, and completeness for the payment procedure.
- Calculates tax and other deductions to deduct from the source while making the payment.
- Prepares payment authorization and submits it to relevant authority for approval on timely basis with proper and complete supporting documents.
- Carries out the bank & cash operations and controls including issuing cheques, bank transfers, and stop payments, other correspondence with the bank.
- Conducts vetting of vendors through watchdog screening before entering into contract with vendors and releasing payment for amount equal to \$ 500 (USD) and above.
- Processes all payments to vendors and employees within the reasonable time frame.
- Ensures that all the expenses for a particular month are booked including uploading soft copy documents into the accounting software within the month and coordinates with the other department colleagues/vendors for obtaining related documents on time for booking of financial transaction(s).
- Conducts monthly reconciliation of petty cash and bank.
- Prepares monthly cash forecast for submission to Room to Read.
- Supports program team in preparation of yearly budget and necessary amendments as per Room to Read's requirements.
- Maintains proper filling of accounting and financial document with indexing in hardcopy and/or digital platform for efficient retrieval.

- Completes monthly TDS reconciliation, deposition and verification within timeline as per Income Tax Act, 2058 and other statutory requirements.
- Prepares TDS certification for vendors or employees on request.
- Prepares annual payroll tax reconciliation (accounting software vs payroll registers vs TDS upload /verification sheet).
- Assists program manager/program coordinator in supervising financial administration of Suryodaya Club thereby, ensuring daily processing of the financial transactions and meeting minimum internal control requirements.
- Supports colleagues in clarifying all policies, Government requirements etc.

Administration and Logistics

- Carries out all administrative related work including procurement in the organization in coordination with program and procurement team.
- Acts as a member secretary of procurement committee to facilitate vendor selection and recommendation on timely basis in compliance with Room to Read's procurement policy.
- Ensures that procurement committee minutes and documents are properly maintained and signed by each procurement committee member. Safeguards such minutes documents.
- Orients procurement committee members in procurement policy and procedures.
- Provides overall logistics support such as: arranges venue for seminars/meetings, arranges for the field visit/manages vehicle etc.
- Maintains and updates the record of inventory of fixed assets and other materials available in the organization.
- Prepares agreement with vendors, consultant or others parties and prepares reconciliation on quarterly basis.
- Repairs and maintains office assets, including two wheelers.
- Procures goods and services as appropriate.
- Collects quotations and prepare comparison sheets for procuring the materials locally.
- Keeps records of all documents and correspondence; files it and maintains a systematic filing system in the organization.
- Collects and forwards documents, parcels, materials sent from the organization and forwards it to other stakeholders and vice versa.
- Assists the admin/logistic associate for the letter in and out registration.
- Carries out other functions as per need and periodically and rationally suggested by the supervisor.

Policy Compliance

- Ensure all relevant applicable Government Acts, Rules, and Regulations are complied.
- Ensure Compliance with all organization specific internal and donor specific policy and guidelines.

Planning, Monitoring and Evaluation

- Support program team to develop and prepare the implementing calendar(IC), prepare budget expenditure tracking sheet in line of standard operation guideline.
- Support program team on Budgeting and implementation of IC based on annual budget and plan.
- Supervise and provide need-based support to Admin-Finance associate.
- Analyze budget and expenditure, recommend way of being cost effective and reduce variance on budget utilization.

Reporting

- Prepare monthly and quarterly financial reports and submit to the supervisor and ensure all the compliance as per the Suryodaya Club & RtR compliance

- Assist program team in preparing justification and full year estimate on monthly financial budget vs actual.
- Prepare action plan on audit recommendations for the betterment on financial status of the organization.

F. QUALIFICATIONS

Required:

- Bachelors Degree in Management or a related field (Semi qualified CA/ACCA is preferred).
- Strong planning and time management skills.
- Knowledge of government regulation and tax system of Nepal in relation to procurement and financial management.
- Ability to travel frequently to program locations throughout the district.
- Good verbal and written communication skills in English and Nepali.
- Proven track record of achieving results.
- Experience in administrative initiatives.
- Ability to work under pressure.
- Having valid driving licenses (at least of two wheeler).

G. EXPERIENCE

- At least 5 years of experience in the field of Accounting, Finance, or Auditing in I/NGOs.
- Knowledge of accounting software is desirable.
- Proficiency in using computers with adequate knowledge of MS Office.
- Strong analytical, reporting skills, and time management skills.

To be successful as a member of the Room to Read team, you will also:

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be an innovative and creative thinker that tries new things and inspires others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

Room to Read has zero tolerance when it comes to child abuse and exploitation and believes that all children have equal protection rights. The colleague will be expected to adhere to the Room to Read's Child Protection Policy, Code of Conduct and standards.