

Ratauli Yuwa Club (RYC), Mahottari

PROJECT: Partnership for Quality Inclusive Early Childhood Development & Basic Education.

Job Description

Position Title: Finance Coordinator

Level: Coordinator

Location: Ratauli Yuwa Club (RYC), Mahottari

Reports to: Admin Finance Coordinator, Sr. Project Coordinator, and Save the Children

Supervises: Finance & Admin Assistant

Field Area: Mahottari and other delegated locations

Child Safeguarding Statement

This role requires regular direct interaction with children and/or young people. The position holder must strictly adhere to RYC's Child Safeguarding Policy, the Protection from Sexual Exploitation, and Abuse (PSEA) Policy, and the Code of Conduct. The dual-adult rule must be maintained at all times when interacting with children.

Role Purpose

The Finance Coordinator will play a critical role in supporting the financial operations of the organization, ensuring efficient fund management, reporting, compliance, and capacity development. The position will build financial capabilities at the community level, conduct training sessions, and provide technical guidance to finance staff. The coordinator is expected to spend **20% time in the field** and **80% on reporting, coordination, and finance reporting tasks**.

Key Responsibilities

Financial Reporting

- Prepare monthly and annual financial reports as per donor requirements.
- Conduct data reviews, reclassifications, and monthly bank reconciliations.
- Monitor receivables/payables and ensure timely settlements.
- Manage staff advance settlements and entries in FAMAS.
- Upload and manage budget in FAMAS.
- Upload the Monthly FAMAS TD in OPMIS and prepare the DEA wise and Activity wise BVA and scan reports are upload in OPMIS.
- Facilitate Budget vs Actual (BvA) review meetings with the program team.

Fund Management

- Ensure fund availability and timely vendor payments.
- Prepare and submit monthly fund requests and cash forecasts.

- Carry out any other administrative/financial assignments as requested by the organization
- Manage CORE fund documentation and records.

Compliance & Controls

- Ensure adherence to national laws, donor guidelines, and RYC's financial policies.
- Support internal, statutory, and donor audits and lead on follow-up actions.
- Facilitate capacity-building sessions based on audit recommendations.
- Provide timely management responses and update OPMIS accordingly.

Capacity Building

- Provide technical support and mentorship to finance staff on FAMAS, OPMIS, and Excel.
- Conduct orientation for new staff on financial policies, forms, and procedures.
- Support program staff with budgeting and forecasting in Excel.

Finance Documentation

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures
- Record the financial transactions and ensure that are authorized and have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements, and financial audits
- Maintain systematic documentation of all finance-related records.
- Archive sub-award agreements, legal documents, MFRs, and donor approvals.
- Manage HR documents, staff files, and asset records.
- Ensure proper inventory control, store management, and asset tracking.
- Support procurement processes in collaboration with the Central Procurement Unit, ensuring donor compliance and value for money.

Field Support & Other Duties

- Assist field teams in implementing program activities as required.
- Conduct end-to-end monitoring of field visits.
- Take on additional tasks assigned by the supervisor in alignment with organizational priorities.

- Ensure timely deposit of TDS and CIT/PF and E- filing of TDS as per provision of Income Tax Act is done in time.
- Prepare monthly payroll with staff salary tax calculation.

Required Qualifications & Experience

Master's degree preferred; minimum Bachelor's Degree in Finance, Accounting, or related field. Minimum 3 years of officer-level relevant experience in NGOs/INGOs or donor-funded projects. Preference will be given to the candidate having experiences of working in ECCD/Education project including ECCD/Schools infrastructures.

Skill and Knowledge on

- Proficiency in financial software, especially FAMAS, is highly desirable.
- Strong command of written and spoken English and Nepali. (Local language preferred).
- Sound computer literacy (MS Word, Excel, PowerPoint, Internet, Email).
- Strong interpersonal and communication skills.
- Detail-oriented, confidential, and deadline-driven.
- Valid driving license of two-wheeler.

Child Safeguarding & Staff Wellbeing

- Promote awareness and adherence to child safeguarding and child protection policies.
- Ensure visibility of the Code of Conduct at all activity locations.
- Report child protection concerns immediately to the Sr. Project Coordinator or Manager.
- Monitor staff well-being and inform the supervisor of any issues.
- Uphold the "Do No Harm" principle at all times

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