

JD TEMPLATE VERSION	September 2019
JD LAST REVIEWED ON	December 2021

PMF Template 1.2.1

Job Description

JOB TITLE	Finance Coordinator	REPORTS TO	Cluster Team Leader	JOB LEVEL	5	LOCATION	UMN Rukum Cluster Office
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THE OBJECTIVE OF THE JOB	The position job holder will manage various financial key functions within the cluster, donor reporting , support to cluster staff, and partner organization in financial management matters to ensure sound financial management within the UMN cluster and local partners . In addition, the Financial Coordinator also manages and supports clusters and partners on various financial transactions management, internal controls, system strengthening, and ensures quality reporting .
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AREAS OF RESPONSIBILITY	DECISION MAKING	QUALIFICATION & EXPERIENCE
<p>Financial Capacity Building: Design and provide appropriate training (e.g., Financial management workshop, accounting software, fighting fraud training, policies and guidelines review of partnering related to finance, etc.) to partners' project and finance staff with the necessary support from Thapathali Finance Team. Support cluster program staff to identify, minimize and control corruption and fraud at the partner and the community level.</p> <p>Payroll management: Ensure monthly payroll is on time, in coordination with Thapathali Finance Team.</p> <p>Financial Compliance: Working closely with CTL, Project Managers, Officers, Thapathali level Finance Team, and Funding Management Team ensuring to meet each donor's and UMN FMF financial requirements in the preparation of financial statements.</p> <ul style="list-style-type: none"> ● Prepare financial statements of projects complying with the requirement of supporting partners or donor-specific instructions. ● Analyse variance between budget vs actual expenses and provide realistic variance notes in consultation with PMs for budget lines where it is necessary. ● Educate, Orient, follow up with the PMs and local partners' financial staff regarding the donor compliances related to finance and audits, and preparation of financial reports of the projects. 	<ul style="list-style-type: none"> ▪ Advise Finance Team Leader on necessary changes to internal controls/FMF ▪ Contribute to Cluster and Finance team decisions ▪ Manage own work priorities and schedules ▪ Filter information and decisions that must be taken to a higher level. 	<ul style="list-style-type: none"> ▪ B.B.S/BBA or equivalent ▪ At least 3 years work experience in accounting and financial management with INGO ▪ Must have strong experience with computerized accounting systems, including MS Office Word, Excel,
	DIMENSIONS	SKILLS, ATTITUDES, BEHAVIOURS
	<ul style="list-style-type: none"> ▪ Member of UMN Rukum Cluster ▪ Proactively manage financial reporting to meet the donors' and UMN's requirements ▪ Working closely with the Finance Team members, PMs, and FMT to ensure meeting of donor's financial requirements 	<ul style="list-style-type: none"> ▪ High level of applicable computer skills, particularly in Excel, MoneyWorks, and payroll database software. ▪ Focused on service and continual improvement of the financial system, including extending the use of computing tools.

<ul style="list-style-type: none"> ● Regularly advise Finance Team Leader on necessary changes to UMN internal controls and FMF considering compliance challenges in the cluster and local partners. <p>Reporting: Regularly review financial data and prepare financial reports (quarterly, semi-annually, and yearly) of projects based on donors' templates, signed project agreements/budgets, and compliance requirements.</p> <ul style="list-style-type: none"> ● Prepare reports with limited involvement of the Finance Manager in the finance team. ● Take part in supporting partners/donor meetings for related project-related financial matters as necessary. ● Ensure all CFP expenses are booked, and advances with the partners are settled before preparing financial reports. <p>Internal audit: Be involved in internal audit of local partners, supporting them with suggestions for policy change to improve the partner's financial system and internal controls and build the capacity on the audit committee as per need</p> <p>Budgets and Monitoring: Provide support to PMs, Officers, and local partners in preparing project budgets in coordination with Funding and Finance Teams. Be involved in physical monitoring of projects' activities and expenditures by partners in the field actuals against donor budgets. Ensure budgets, including supplementary, are correctly uploaded in MoneyWorks. Ensure the financial statements are received by all PMs/POs on time for budget review in Quarterly Budget Review Committee (QBRC) meetings.</p> <p>Clearing Accounts Reconciliation: Reviewing Thapathali's clearing account regularly means weekly/monthly needs to be specific and ensure all the settlements are made on time.</p> <p>CFP settlements: Review the Partners' Advance accounts regularly and settle the advances accurately. Check the accuracy of accounts of partners on each CFP settlement.</p> <p>Transaction posting and Bank reconciliation: Take responsibility for day-to-day financial works, including preparing cash/bank receipt/payments, general journals, advance settlements, and entering in MoneyWorks. Post the transactions permanently in MoneyWorks within a week.</p> <p>Administrative works: Ensure logbooks of UMN vehicles are maintained and the mileage is charged. Ensure all assets (vehicles, furniture, office equipment, etc.,) including cash, are safely kept. Managed logistic support for the visitors and UMN/Cluster organized events, training, workshops, etc. Ensure that all the</p>	<ul style="list-style-type: none"> ▪ Improve and equip technical capacity of partners' Admin and Finance Officers and Assistants ▪ Serving and facilitating the financial requirements and systems of the cluster. ▪ Preparing and carrying out financial training and internal controls of Partner Organisations. ▪ Focusing and maintaining the accuracy of the accounts and budget in MoneyWorks. ▪ Available for providing financial expertise to UMN partners as necessary. ▪ Take an active part in periodic Finance Team Meetings 	<ul style="list-style-type: none"> ▪ Good communication skills, able to work together with various teams ▪ Good in English and Nepali language both written and speaking ▪ Able and support to work with external auditors. ▪ Able to supervise other junior members of staff (if any). ▪ Able to take initiative in gathering, managing, and distributing information to local partners. ▪ Committed to UMN's Mission, Vision, and living UMN Values, with having full integrity. ▪ Willing to travel frequently to partners' project working areas. ▪ Capacity to work on pressures to meet deadlines and stress management. ▪ Able to work on cross-cultural team dynamics.
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cluster assets records are up to date in the TopDesk software. Be the focal person for IT-related issues in coordination with the Thapathali ITS team.		
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