

Social Awareness Center (SAC)Nepal
Birendranagar, Surkhet

Job Description

Basic Information (Description)

Name of Employee	
Address	
Program/Project	USAID's Adolescents Reproductive Health (ARH)
Designation	Admin and Finance Officer
Reporting to	District ARH Manager (DAM)
Supervisor	District ARH Manager (DAM)
Supervision to	Admin Assistant and Office Assistant
Working Area	Panchapuri, Bheriganga, Lekabesi and Gurbhakot Municipalities of Surkhet District
Duty Station	Central Office, Birendranagar, Surkhet
Period (Term)	

Job Purpose: The AFO is over all responsible in allocated working area project implementation of following major Roles & Responsibilities.

Major Roles, Responsibilities, Accountability and Rights

Financial Planning and accounting,

- Ensure project budget is well versed with project activities/project agreement.
- The phase budget in line with project activities and planning.
- Ensure funds are timely requested using dashboard and received from Donors and unspent advances are deposited timely.
- Ensure timely collection of invoices and review and check all the financial documents, bills, agreement and other supporting document before making administrative and program expenses statements, payments to the staff and other third parties.
- Record financial transactions in the organization's accounting system ensuring donor and organization compliances are fully met.
- Ensure vouchers and all finance related documents are kept safely and traceably.
- Monthly tracking of advances issued to the vendors, staffs, and ensure that advances are settled timely.
- Ensure all VAT (Value Added Tax) invoices are collected ensuring VAT requirement of project, prepare reconciliation and report on timely manner in prescribed format.
- Ensure tax calculation and deduction on the source of payment as per Income tax act of Nepal and file ETDS (Electronic Tax Deduction at Source).
- Review petty cash expenses and disbursement summary on regular basis as per the organization policy.
- Prepare monthly Payroll and annual tax calculation of the staffs and make timely deposit of salary tax liabilities and other deductions (RF, gratuity, etc) complying with labour law.
- Work closely and assist management team in the decision-making process by preparing budgets and financial forecasts.
- Manage cash flow concerning the project activities, including the timely release of funds and cash forecasting to ensure smooth implementation of project intervention.

Financial reporting and monitoring

- Prepare monthly financial reports as per project agreement and donor compliances using dashboard.

- Provide support during audits, donor visits and field monitoring.
- Tracking of the budget vs expenditure status on monthly basis against the time elapse and implementation plan and provide information with analysis to project team for further planning.
- Carry out financial monitoring and field visits for project implementation as required to ensure that the compliance with Government of Nepal and Donor standards are fully met.

Administration, procurement, logistics, fleet management, operation, HR and Communication

- Develop personnel database (contract, leave, time-sheet etc.) for human resources in the project.
- Work as safety and security focal person for this project and provide information and ensure safety & security of the staffs in the office and working location.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Keep well documentation of the organization and project documents including staffs' individual files, project agreement documents, contractual and legal documents.
- Provide induction to new staffs on organization's code of conduct, policies and procedures of organization, including donor's requirements.
- Ensure annual performance appraisal of the staffs are carried out on annual basis and the staff's contracts are timely renewed.
- Ensure all staffs are insured as per the labour law and organization policy
- Participate in the meetings, workshops and provide general administrative support.
- Support and ensure to Admin Associate for maintain and update admin, procurement, fleet, logistic and operation.

Others

- Ensure that all equipment is well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, safety, access, etc.).
- Responsible to maintain the regular need of office including but not limited to stationaries, office supplies, drinking water, tea/coffee, electricity, cleaning, communication, and other essential items in the field complying the environment policy and other relevant guidelines.
- Any other responsibilities as deemed by supervisors.

Upholding Organizations Core values and ensuring its principles

- Link and demonstrate organizations core values, programming principles, strategic objectives, gender equity, equality & social inclusion in programming and behaviours.
- Comply and exercise organizational values, norms, culture, policies, guidelines and code of conduct of partner, donor and organization.

Employee	Supervisor	Organization
Name: Designation: AFO Project: ARH Signature: Date:	Name: Designation: DAM Project: ARH Signature: Date:	Name: Designation: Executive Director Signature: Date: