

Job Descriptions

Job Title:	Admin & Finance Officer
Location:	UN Nepal Gorkha municipality 11, Sorakilo Gorkha, Nepal with frequent travels to the Project site (Sahid Lakhan RM)
Application Deadline:	24 Sep 2023
Application submit to	info.unnepal@gmail.com
Languages Required:	Nepali/English
Duration of Contract:	One year with the possibility of extension up to 3 years
Supervisor:	Project Coordinator/Executive Director

Background

Unification Nepal (UN Nepal) is a non-governmental organization registered in district administrative Office of Gorkha. UN Nepal is going to implement the “**Investing in Early Childhood Development Project**” in partnership with Planète Enfants & Développement (PE&D), France and funded by French Development Agency (AFD). The primary goal of the project is support and promote the healthy growth, learning, and well-being of young children during the critical early years of their lives. The project aim to create an environment and provide resources that enable children to develop physically, socially, emotionally, and cognitively in 48 public schools in Sahid Lakhan RM and aware relevant stakeholders on the importance of ECD.

Project is going to hire Admin & Finance Officer for smooth finance management of project. The objective of this position is effective management of financial expenditure record and logistic arrangement for successful implementation of field level activities.

Duties and Responsibilities

Under the guidance and direct supervision of the Project Coordinator / **Executive Director of NGO**) the Admin & Finance Officer will support overall financial management and ensure smooth operations of the project.

Specific responsibilities will include project support with an emphasis on the following:

- Maintain all administrative and financial transactions, records, voucher, and reports,
- Maintain financial documents filling system,
- Ensure deadline of financial report with quality and accuracy,
- Provides regular updates and reports on progress in areas or responsibility,
- Provide logistical support to project team,
- Initiate and lead the procurement process, especially quotation collection, price quotation comparison, quality assurance, issuance of the Purchase Order (PO), Goods received notes (GRN), payment and goods delivery notes (if the goods delivered to field),
- Responsible for bank & cash transaction and bank reconciliation,
- Provide detailed information on finance issues during audit exercise,
- Coordinate/provide logistical and coordination support to relevant meetings, workshops, trainings, and events,
- Keep records of all the financial transactions related to the project,
- Ensure that all the payments are authorized and evidence-based,
- Timely payment of tax and other financial liabilities of project and organization,
- Manage and update inventory,
- Serve as a custodian for stationary supplies, distribution stationary among project personnel and keeping a log of distribution, also keeping a logbook for vehicles (motorbike),
- Ensure timely submission of correctly completed travel claims,
- Other official work assigned by the organization.

Competencies

1. Integrity, professionalism, and respect for diversity,
2. Problem solving skill,
3. Sound knowledge and skill on financial management,
4. Highest level of client orientation,
5. Very strong communication and interpersonal skills, demonstrated ability to build trust,
6. Ability to empower others and to manage their performance,
7. Demonstrated ability to work effectively in teams, delivering through and with others,

Required Skills and Experience

1. Bachelor's degree in business studies/administration with minimum 2 years' experience in relevant field.
2. Excellent working knowledge on Microsoft Office (Excel, word, email, and internet),
3. Experience in project finance management,
4. Ability to work independently with minimum supervision.
5. Willingness to work at remote area.

Attitude/ Behaviors- Demonstrate

- Mutual respect and dignity
- Positive and openness
- Tactfulness and discretion
- Gender and child sensitivity
- Respect of diversity and multi-culture
- Maintain confidentiality at work
- Teamwork
- Learning and result oriented
- Integrity and trustworthiness
- Self-motivation

Certification

I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of UN Nepal.

Position holder

Name:

Signature:

Date:

Supervisor

Name:

Position:

Signature:

Date: