

Terms of Reference (TOR)
Senior Administration and Finance Officer

Position Title: Senior Administration and Finance Officer

Duty Station: Kuponhole, Lalitpur-2, Bagmati Province, Nepal

Reports To: Executive Director (or as designated by the organization)

Employment Type: Full-time

Application Deadline: 5th August, 2026

Background

The Institute of Himalayan Risk Reduction (IHRR) is a non-profit organization (NPO) dedicated to strengthening disaster risk reduction, climate resilience, humanitarian action, and sustainable development. To ensure effective financial stewardship and efficient administrative operations, IHRR seeks a qualified **Senior Administration and Finance Officer** to support organizational and project management.

The position carries primary responsibility for the organization's financial management, compliance, and reporting systems, complemented by administrative and operational support that keeps the office and its programs running smoothly. The position will devote approximately **70% of the time to finance and compliance functions** and **30% to administration and operational support**, ensuring compliance with donor requirements, government regulations, and organizational policies.

Overall Purpose

The Senior Administration and Finance Officer will be responsible for maintaining sound financial management systems, supporting budgeting, financial reporting, compliance, and procurement, while also ensuring efficient administrative operations. The position will ensure efficient use of organizational resources while strengthening internal controls and supporting smooth office operations.

Key Roles and Responsibilities

A. Financial Management (70%)

1. Financial Planning and Budget Management

- Support the preparation, monitoring, and revision of organizational and project budgets.
- Monitor budget utilization and provide regular variance analysis.
- Assist project teams in preparing financial forecasts and expenditure plans.
- Ensure expenditures remain within approved budgets and donor guidelines.

2. Accounting and Financial Records

- Maintain complete and accurate accounting records.
- Record financial transactions in the accounting system on a timely basis.
- Issue vouchers, verify invoices, supporting documents, and payment requests.
- Maintain cashbooks, bank books, general ledgers, and subsidiary records.
- Ensure proper filing and documentation of all financial records.

3. Financial Reporting

- Prepare monthly, quarterly, and annual financial reports and as per donor requirements.
- Prepare donor financial reports according to donor formats and deadlines.
- Support preparation of organizational financial statements.
- Generate financial analysis and management reports for decision-making.

4. Cash and Bank Management

- Monitor organizational cash flow.
- Prepare bank reconciliations regularly.
- Process payments through bank and electronic payment systems.
- Maintain proper cash management procedures.

5. Taxation and Statutory Compliance

- Calculate applicable taxes including TDS and other statutory deductions.
- Ensure timely tax deposits.
- Maintain the Electronic Tax Deduction at Source (E-TDS) system.
- Coordinate with government authorities regarding financial compliance.

6. Grants and Donor Compliance

- Ensure compliance with donor financial guidelines.
- Review financial documents submitted by project teams and partners.
- Monitor donor budget utilization.
- Maintain grant financial documentation.

7. Procurement and Asset Management

- Verify procurement documentation before payment.

- Ensure procurement complies with organizational and donor policies.
- Support vendor payment processes.
- Maintain financial records related to fixed assets.

8. Audit Support

- Coordinate internal and external audits.
- Prepare audit schedules and supporting documents.
- Respond to audit observations.
- Support implementation of audit recommendations.

9. Internal Control and Risk Management

- Strengthen internal financial controls.
- Identify financial risks and recommend mitigation measures.
- Ensure segregation of duties and compliance with financial policies.
- Support periodic financial monitoring and compliance reviews.

10. Capacity Building

- Orient new staff on financial procedures.
- Provide financial guidance to project staff.
- Support development of financial manuals and guidelines.
- Conduct financial management training when required.

B. Administration and Operations (30%)

1. Office Administration

- Ensure smooth day-to-day office operations.
- Maintain office filing systems and documentation.
- Manage office supplies and inventories.
- Support office maintenance and facility management.

2. Procurement Administration

- Coordinate procurement processes.
- Prepare procurement documentation.
- Maintain vendor databases.
- Support quotation evaluation and purchase documentation.

3. Logistics and Travel

- Coordinate travel arrangements for staff.
- Manage hotel bookings, transportation, and logistics.
- Support workshop and event logistics.

4. Human Resource Support

- Assist with staff onboarding and orientation.
- Maintain personnel records.
- Support attendance and leave management.
- Assist in performance appraisal documentation.

5. Policy and Compliance

- Support implementation of organizational policies.
- Maintain administrative compliance records.
- Assist in updating administrative manuals and procedures.

6. Coordination and Communication

- Liaise with banks, government offices, auditors, vendors, and service providers.
- Coordinate with the Social Welfare Council (SWC) and other regulatory agencies when assigned.
- Support communication with donors and project partners on administrative and financial matters.

Required Qualifications

Education

- Bachelor's degree in Finance, Accounting, Business Administration, Management, or a related field with 5 years of experience managing donor funded projects.
- A Master's degree in a related field is an added advantage

Technical Skills

- Strong knowledge of accounting principles and financial management.
- Experience with accounting software (e.g., Tally, FAMAS).
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Knowledge of Nepal Government tax regulations and NGO compliance requirements.
- Familiarity with donor financial regulations and reporting requirements.