

Jan Jagaran Youth Club (JJYC), Bara

Job Description		
Position: Admin Finance Officer	Line Management Report to: Aquaculture specialist	Technical Report to: Donor agency
Supervision: Support Staff	Level:	
Duty Station: Head office, Kalaiya with a minimum of 30% field visits.		
Purpose of the Position: The Admin Finance Officer will be responsible for financial management, office administration and logistics management of the project.		
Major Duties and Responsibilities: <ul style="list-style-type: none">Properly register and file all correspondence and official documentsProvide support during the conduction of program activities, training and meetingsProcurement of stationery/supplies following procurement policyArrange for travel, transportation, accommodations and other logistics supportEnsure maintenance of the logbook for the official vehicle and timely servicing and maintenance of the office vehiclePrepare and submit monthly attendance, travel and leave recordsPrepare monthly payroll, deposit salary at the staff bank account and contribution to the SSF accountPrepare tax reports for employees, vendors and contracts and arrange payments to the tax office in a timely mannerMaintain personnel records of project staff as per organization guidelinesMaintain a record of supplies and equipment receivedEstablish and timely update the inventory records and conduct physical verification as requiredReview and process invoices, bills and documents received for payments and maintain financial transactions in accounting software timelyEnsure all expenses are within the assigned budget code and check the completeness of all required supporting documentation for all payments vouchersCross-verify bills and documents received for payments on a regular basis and document itSupport supervisor for preparation of monthly fund forecast and requestPrepare monthly financial reports including reconciliations of general ledger accountsPrepare bank reconciliation and outstanding advance statementHandle Petty cash as per organization policyAny other tasks assigned by the Supervisor		
Job Specifications (minimum job requirements):		
Academic qualifications and work experience: <ul style="list-style-type: none">Bachelor's degree in Business Administration, or equivalent.Minimum two years of work experience in finance, administration and logistics.		
Skills and abilities <ul style="list-style-type: none">Experience utilizing computers including knowledge of MS Excel, MS Word, MS Office, and Accounting software.Fluency in English and Nepali language.		