

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.		
<u>Major Duties and Responsibilities:</u> <ul style="list-style-type: none"> Properly register and file all correspondence and official documents Provide support during the conduction of program activities, training and meetings Procurement of stationery/supplies following procurement policy Arrange for travel, transportation, accommodations and other logistics support Ensure maintenance of the logbook for the official vehicle and timely servicing and maintenance of the office vehicle Prepare and submit monthly attendance, travel and leave records Prepare monthly payroll, deposit salary at the staff bank account and contribution to the SSF account Prepare tax reports for employees, vendors and contracts and arrange payments to the tax office in a timely manner Maintain personnel records of project staff as per organization guidelines Maintain a record of supplies and equipment received Establish and timely update the inventory records and conduct physical verification as required Review and process invoices, bills and documents received for payments and maintain financial transactions in accounting software timely Ensure all expenses are within the assigned budget code and check the completeness of all required supporting documentation for all payments vouchers Cross-verify bills and documents received for payments on a regular basis and document it Support supervisor for preparation of monthly fund forecast and request Prepare monthly financial reports including reconciliations of general ledger accounts Prepare bank reconciliation and outstanding advance statement Handle Petty cash as per organization policy Any other tasks assigned by the Supervisor 		
<u>Job Specifications (minimum job requirements):</u>		
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. 		