

Hamro Sikshya (Our Education) Project

Terms of Reference ADMINISTRATIVE / FINANCE OFFICER

A. MAIN FUNCTIONS

- A.1 Under the direct supervision of the Project Director, be fully responsible for the budgetary and expenditure parts of the project;
- A.2 Assist the Project Director in preparing Annual Work Plan and Budget in consultation if so needed with the donor and Consortium partners;
- A.3 Participate, as and when asked, with the project management in meetings with the donor, the Consortium partners and government authorities on the project's budget and finance-related matters;
- A.4 Carry out tracking of budgetary expenditures at regular intervals;
- A.5 Carry out due diligence as and when required by the donor and the Lead Agency in the Consortium;
- A.6 Keep all the project's Inventory-related, budget-related and finance-related records with vouchers and books updated;
- A.7 Arrange for the auditing of project expenditures;
- A.8 Provide necessary information and data to the project management for the purpose of preparing periodic physical and financial progress reports;
- A.9 Assist the Project Director to carry out Performance Appraisal of the junior staff (e.g. Sr. Admin/Finance Assistant) when required; and
- A.10 Undertake other activities as required by the project management.

B. TECHNICAL (not limited to)

- B.1 Provide training to district partners on financial management if so required;
- B.2 Administer all the project-related procurement of goods and services in a transparent way;
- B.3 Arrange for timely audit of project expenditures as might be required by the donor and the Lead Agency in the Consortium;
- B.4 Ensure that budgetary prudence is maintained throughout the project period and that the expenditures are made in a transparent way; and
- B.5 Be the 'trouble shooter' in case there arises any problem during the implementation of project activities.
- B.6 Make sure that the project meets government and donor compliance requirements.

C. LIAISON

- C.1 Liaise as and when required and thereby maintain a strong working relationship with the Admin/Finance Officers from the donor side and from Consortium Partners, in particular with SFCG's Admin/Finance Officer;
- C.2 Maintain a strong working relationship with the district government line agencies, local authorities, other stakeholders and representatives of consortium partners on project-related matters;

D. WORK STANDARD

- D.1 Be a model to other staff in work and as a person. This will be seen in for example quality of work, time-keeping, co-operation with others, attitude towards the programme & in general behaviour in and out of field work;
- D.2 Be able to manage all duties and people for whom he/she is responsible, without supervision and at a good standard, and to develop new aspects of the job as needed;
- D.3 Be honest in all matters (for example: financial, time keeping) and to promote honesty in junior staff. Financial honesty includes not seeking or obtaining financial advantage for him or herself or others through his or her work;
- D.4 Keep confidential information acquired in the course of work, especially those matters relating to people (employees and others);
- D.5 Have good written and spoken skills in English and Nepali languages;
- D.6 Maintain good relations with staff, community member, partner organization; and
- D.7 Build and maintain good public relations with those the programme, including officials, community members, aiming to emphasise the aims and philosophies of the programme and organization to create a good image

E. MINIMUM QUALIFICATION AND REQUIRED COMPETENCIES:

- E.1 At least an MBA with some additional training in accounting, bookkeeping and financial management;
- E.2 At least 5 years experience in bookkeeping, accounting and other matters related to financial management;
- E.3 Good understanding of preparing Work Plans and Budget and preferably some experience in tracking budget expenditures, carrying out due diligence, auditing; and
- E.4 Good command of English and Nepali languages and good skills in report writing;