

# **Hamro Sikshya (Our Education) Project**

## **Terms of Reference**

### **SR. ADMINISTRATIVE / FINANCE ASSISTANT**

#### **A. MAIN FUNCTIONS**

- A.1 Under the direct supervision of the Regional Project Coordinator (RPC), be fully responsible for the budgetary and expenditure parts of the project;
- A.2 Assist the RPC in preparing Annual Work Plan and Budget in consultation if so needed with the donor and Consortium partners;
- A.3 Participate with the RPC in meetings with the government authorities on the project's budget and finance-related matters at district level;
- A.4 Carry out tracking of budgetary expenditures at regular intervals;
- A.5 Carry out due diligence as and when required by GoGo Foundation
- 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; and
- A.9 Undertake other activities as required by the project management.

#### **B. TECHNICAL (not limited to)**

- B.1 Administer, in close coordination with the Administrative/Finance Officer, the district-level project-related procurement of goods in a transparent way;
- B.2 Ensure that budgetary prudence is maintained throughout the project period and that the expenditures are made 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; and
- B.4 Be the 'trouble shooter' in case there arises any problem at district level during the implementation of project activities.
- B.5 Assist the Admin/Finance Officer to 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 Consortium Partners;
- 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 a BBA; preferably MBA;
- E.2 At least 3 years experience in bookkeeping, accounting and other matters related to financial management;
- E.3 Some experience in tracking budget expenditures, carrying out due diligence, auditing; and
- E.4 Good command of English language with some skill in report writing;