

Terms of Reference

Finance Officer (Head Office)

Position: Finance Officer (Head Office)

Location: Head Office, Lalitpur

Application deadline: 24th November 2017

Starting Date: 6th December 2017

Duration Contract: One year with the possibility of extension

Gross Salary: NRs. 7, 19,000 per annum (commensurate upon qualification and experience)

Reports to: Finance Coordinator

Background:

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 38 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 211 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects.

GNI Nepal has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building.

Currently GNI Nepal has been implementing Coffee Value Chain Development Project (CVCDP) with financial support from European Union under EU support to competitiveness of quality coffee in Nepal with consortium partner.

Major responsibility of this position is to ensure update financial records of the project and support GNI Nepal finance team in financial management.

Job Description

A. Accounting

- Prepare the cash journal and finance reports, book keeping and ledger posting.
- Submit the annual internal audit of project, monitoring the transaction of the requisition and cash flow
- Collect, check, register and keep track of all forms, incoming & outgoing invoices, travel claims, according to internal procedures and Government law.
- Prepare Daily, Weekly and Monthly reconciliation of cash and bank balances and participate in financial audit.
- Prepare payroll of staffs monthly by coordinating with the HR and HO finance.
- Maintain the accounts payable and receivable systems in order to ensure complete and accurate records of all transaction.
- Assist in monitoring of income and expenditure of the organization and ensure that the transaction has been taking properly.
- Ensure the confidentiality and security of all financial and employee file
- Maintain strong internal controls for payment and safeguarding against loss

B. Software Operation

- Keep updated record of all financial transactions in the finance software.
- Keep track of leaves of staff members with the help of HRIS software.
- Enter the paid tax amount in electronic tax system for the verification provided by Inland Revenue Office and maintain separate file.
- Assist to supervisor for capacity development of IP's staffs for efficient operation of financial software.

C. Reporting and documentation

- Analyze the periodical fund and report to supervisor.
- Handle the financial activities of donor organizations.

- Complete other duties as required by the supervisor and organization from time to time.
- Review financial document of partner organization and make hard copy for recording purpose.
- Guide partner organization in maintaining up-to-date information of the project.
- Handle the financial activities of funding organization including Good Neighbors International (GNI) Nepal and EU Support to Competitiveness of quality Coffee in Nepal independently and under the supervision of Project in charge for EU.
- Ensure all accounting records and supporting documentation for all financial transactions are maintained in a systematic order.

D. Cash Flow/Fund Management

- Handle cash and treasury operations with advanced use of spread sheets for tracking expenses and payroll system with tax applications, controls for ensuring proper transactions.
- Check supporting documents for payments and financial reports and ledger posting.
- Prepare list of the Taxes detail to be deposited for all the projects.

E. Compliance

- Implement financial policies and procedures.
- Comply with the national accounting and financial policies and procedures.

Job Specification

- Bachelor degree in management or relevant field with at least three years of experience in development organization.
- Sound knowledge and experience in accounting and financial management.
- Hands on experience of managing FAMAS.
- Good interpersonal, communications, and facilitation skills.
- Strong knowledge of Microsoft applications.

Note:

We encourage women and candidates from ethnic and marginalized communities to apply.

Canvassing at any stage of the process shall lead to automatic disqualification.