



# Terms of Reference for Admin and Account Officer

**Position:** Admin and Account Officer

**Location:** Kathmandu with field visits to Dang and Dolakha

**Application Deadline:** June 5, 2017

**Contract Period:** June 15 - December 31, 2017 with possibility of extension up to 3 years

**Probation Period:** Till September, 2017

**Gross Salary:** up to NRs. 52,250.00 per month based on the experience, qualification and quality of candidate

**Responsible To:** Team Leader and Project Coordinators

**Responsible For:** Assistant Admin and Account Officers in Dang and Dolakha.

## Background

With its vision to create 'self-reliant, inclusive and equitable society', Namsaling Community Development Centre (NCDC) works in rural communities. Through the implementation of community development projects in about 20 districts of Nepal, it has developed expertise in mainly four sectors: Good Governance, Environment, Agriculture and Renewable Energy; with Climate Change and Gender Equality and Social Inclusion (GESI) as cross-cutting themes.

A non-profit making and non-governmental organization established in 1987 (2044 B.S.), NCDC has its head office in Ilam and several other project offices across Nepal. It mainly focuses on grassroots level and for that it has partnered with local, national and international stakeholders. Additionally, it is a member organization of reputed networks like Global Water Partnership (GWP), United Nations Sustainable Development Solution Network (UNSDSN), NGO Network on Climate Change (NGONCC), etc.

From 2017 onwards, NCDC is implementing Integrated Community Development Project (ICDP) funded by The Development Fund, Norway in Dang and Dolakha districts. Having outcomes related to food and nutrition security, climate change adaptation, economic improvement, governance and GESI, this project is an expansion of a phased-out project – Sustainable Development Planning Project, also funded by same donor in the same districts.

For ICDP, NCDC invites application from eligible Nepali citizens who are committed, reliable and have ability to deliver results for the post of **Admin and Account Officer**.

## **Job Summary**

The Admin and Finance Officer will be responsible for both financial and administrative works of the project and organization (as required). The major financial duties and responsibilities of the officer include accounting, software operation, reporting and documentation, cash flow/fund management, compliance. And, administrative duties and responsibilities are to conduct works related to general administration, assets management, coordination, procurement function, inventory management, etc.

## **Job Description**

### **1. Financial Duties and Responsibilities**

#### **A. Accounting**

- Lead account and administration department in the project
- Prepare the cash journal and finance reports, book keeping and ledger posting
- Collect, check, register and keep track of all order forms, incoming & outgoing invoices, travel claims, according to Nepal law and internal procedures
- Make cash and bank reconciliation every month
- Prepare payroll of staffs monthly by coordinating with the team leader
- Conduct the internal audits of project, monitoring the transaction of the requisition and cash flow
- Lead project audit done by donor as well as organization annually

#### **B. Software Operation**

- Keep updated record of all financial transactions in the Navision software

#### **C. Reporting and Documentation**

- Prepare monthly financial report by first week of succeeding month
- Track activity level budgets and call for financial monthly review meetings

#### **D. Cash Flow/Fund Management**

- Maintain cost effectiveness and keep track of budget allocation as per activities
- Complete daily financial transaction under the supervision of team leader
- 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
- Guide (monitor and supervise) the district project offices in Dang and Dolakha for finance and administration

#### **E. Compliance**

- Implement financial policies, procedures and directives of the organization
- Update/upgrade organizational policy on taxation, financial procedures, internal control mechanism, etc.
- Comply with the national accounting and financial policies and procedures
- Cross verify (compliance and relevancy) all financial transactions done by project staffs.

## **2. Administrative duties and responsibilities**

### **A. General Administration**

- Provide administrative support to project office
- Manage water, electricity supply and telephone/internet lines
- Comply with safety of office supplies, materials, equipment and physical facilities
- Maintain office premises to provide good working environment.
- Implement administrative policies and procedures
- Manage administrative function and establish internal administrative systems and controls
- Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version
- Maintenance of attendance register, contracting, logistical arrangement (together with information officer), maintaining of project document folders (staff, contracts, incoming and outgoing letters, etc.)

### **B. Assets Management**

- Maintain office equipment, materials and properties
- Keep records of the office supplies, materials and equipment
- Keep track of proper use, maintenance and repair of physical assets and office including vehicles, equipment, furniture, etc. as necessary

### **C. Coordination**

- Coordinate administrative activities and maintain monthly and yearly timetable
- Support in recruitment process locally and keep the employee records by coordinating with project management team
- Keep track/record of the training and workshops attended by staffs

### **D. Procurement Function**

- As a member of project procurement committee, engage in local procurement process as per procurement guideline
- Roster management (together with information officer) of all the materials and service to be bought by project in a given year

### **E. Inventory Management**

- Manage inventory and physically verify as per need
- Prepare the inventory report of furniture and goods

### **Other Benefits**

- Communication Cost: Rs. 200/month
- Insurance (Accidental and Medical): Accidental and medical insurance shall be done at the cost of not more than Rs. 5,000 per year.
- Logistic Support: Bag, Umbrella, Torch, Identity Card, Visiting Card, Raincoat, etc.

**Academic Qualification and Work Experience**

- Master's in Business Administration/Business Studies/Accounting
- At least 3 years of experience working in the sector of finance and administration in I/NGOs and audit firm
- Acquaintance on taxation policy of Nepal is a must
- Preference will be given to female with knowledge of using Navision software