

Job Description

Admin and Finance Coordinator

Location (base)	:SODCC Parsa, Field Office Bara and Rautahat
Reports to	: Finance Manager, Program Manager
Expected joining date	:as soon as possible
Probation Period	: 6 months
Contract End Date	: July 31, 2021 with possible extension

Introduction

Social Organization District Coordination Committee Parsa (SODCC Parsa) is reputed and non-profitable organization which is established in 1994 and registered district administration office Parsa under the government rules and also affiliated in social welfare council. Now it has been working for the children and women in province 2 to improve the status of children and women specially focus on the area of education, health, sanitation, child protection, gender based violence reduction, poverty alleviation, women empowerment, awareness raising and emergency response. Also it has been working for the capacity enhancement of youth, organizational management, community mobilization, and leadership development of women, children and stakeholders for well planning and program implementation

Leave No Girl Behind (LNGB) is a five-year program funded by the Girls' Education Challenge (GEC) and lead by People In Need (PIN). The project will be implemented by two local partner organizations, with strong emphasis on literacy, numeracy life skills and social norms transformation for married out of school adolescent girls in province 2. SODCC is looking for an experienced and competent candidate for the position of Chief Master Trainer to lead school intervention workshop and life skill intervention.

Scope of work

Admin and Finance Coordinator is overall responsible for recording and reporting of financial transaction ensuring compliance criteria of PIN's. The position will be well verse on donor requirement, Nepal Government's laws and organizational policies related financial management. He/She works closely with the Program Manager (PM), Monitoring, Evaluation and Documentation Coordinator (MEDC), Community Mobilization Officer(s), and all assistant/intern in maintaining proper financial documentation and reporting.

Project Implementation

- Provide guidance and support to the implementing partners that include but not limited to, planning, budgeting and implementing planned activities, reviewing the progress including preparing periodic reports, developing case studies/transforming the lives/success stories, and documenting entire process.
- Support to review and develop curriculum and teaching-learning materials on GESI transformative workshop, life skills and community engagement.
- Assess the capacity building needs of project staff, prepare plans and support for implementation and monitor on regular basis.
- Provide technical support to carry out the capacity development and community engagement activities with/ for project staff, communities and local stakeholders that are directly linked with project activities.
- Coordinate with M&E department, programs department, local partners, and liaison with external evaluation partner and PIN to ensure regular program monitoring and evaluation.

- Work with Finance to make sure that all finance related work is in compliance with financial requirements of the project.
- Coordinate with relevant government and non-government agencies/ organizations to ensure optimum elaboration, reducing duplication and maximizing the result.
- Maintain regular communication with likeminded organizations, working groups and networking for synergy and policy advocacy in relation to girls' education, community engagement and girls' access to services.
- Produce written reports on activities and outcomes (monthly, quarterly and annually) and submit to the PIN.
- Ensure safeguarding of children, vulnerable groups (including people with disabilities) and those in fragile and conflict-affected states at all times.

Key Responsibilities

- Maintain ledgers and accounting records for classification and recording of financial transactions, bank reconciliation of program accounts for tracking expenditures and preparation of recurring of special financial report;
- Share monthly financial analysis with organization and submit monthly financial report to donor in given deadline
- Prepare monthly fund advance requests and budget projections, and share internally and submit to donor.
- Responsible for procurement of office supplies, expendable and non-expendable items
- Ensures that the office automation equipment including photocopy, printer and facsimile in a good operating condition, and contact technician/service vender for necessary repairs
- Maintain staffs personal file, movement plans, leave records and all HR related files
- Arrange staffs and visitor's travel/logistics arrangements and hotel reservations during program visit, and other logistical support for workshop, training and conference at local and district level
- Ensure adequate safety and safe guard and proper custodian of inventory at office and performs physical verification in timely and prepare an annual inventory report for submission to PIN, Regional Office
- Ensure payment of TDS on periodic basis and also done E-TDS as on validate time frame of Nepal Government Tax Office.
- Develop and implement office administrative and personnel systems
- Make timely payments related to all program expenditures e.g. salaries and benefits, purchases, travel and program advances in timely manner;
- Review and check all the financial supporting documents such as bills, agreement and other supporting documents before making administrative and program expenses, payments to the staff and third parties;
- Ensure withheld tax of all vendors, employee and consultants is properly accounted and deposited in Inland Revenue Department in a regular and timely basis;
- Maintain financial management files with proper supporting documentation;
- Monitor fund in the bank account to ensure for timely disbursement of payments;
- Ensure that organizational policies and procedures are followed while making payments;
- Ensure compliance requirements of donor's rules and regulations, Nepal government laws and organization polices including audit requirements;
- Work closely with organization members, program and other field staffs to inform and orient them for the financial requirements;
- Track and record all advances, payables and ensure timely settlement;

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- Prepare and submit monthly financial reports and advances requests on the timely basis as per grant agreement requirement;
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Required skill, experience and knowledge

- Bachelor's degree in Management or Accounts or Business Studies with 3 years of relevant work experience in financial management
- Prior experience in managing I/NGO funds will be an added advantage
- Knowledge of current government's tax policies and labor laws
- Competent on computer skills, Microsoft office specially in the use of MS Excel and any other accounting software
- Knowledge of accounting, auditing system and financial monitoring system

- Fluency in English and Nepali language both in writing and oral communication

Physical Environment

- The position will be based in Bara and Rautahat with a few travels to program location, within the district, depending on the need of the program. He/she will have to work with a team of staffs with the multi-culture and multi-lingual background.