

## Admin and Finance Officer

### Position Overview:

PeaceWin has been implementing the activities/programme around Sexual and Reproductive Health and Rights and Gender Equality (SRHR) and Women Empowerment with the technical and financial support of United Nations Population Fund (UNFPA). The partnership between UNFPA and the PeaceWin aims to advance UNFPA's mandate under 9th Country Programme specifically in the output area of SRHR and GEWE. The activities/programme under the SRHR are the part of the Reproductive Health and Right for Accelerating Impact (RHEA) programme in selected Municipality of Bajura and Bajhang, Comprehensive Sexuality Education programme in selected programme Municipality/school of Accham, Baitadi and Bajhang and Family Planning, Supply Chain Management (SCM) related activities in all UNFPA Priority District and Province and Empowering Women Prosperous Nepal in Bajura, Doti and Kanchanpur.

### Scope of the Work/Purpose of the Job:

The Admin and Finance Officer (AFO) will be responsible for overseeing the programmes overall financial and administrative function to ensure that all operations and administrative procedures adhere to UNFPA and organizational requirements. She/he should ensure compliance functions of the procurement system as per policy and procedures and ensure all the payments are done through wire transfer to the extent possible or account payee checks. Assure administrative and logistical support for programme activities like seminars, training sessions and other programme interventions with timely coordination among available suppliers the event. She/he oversees all programme financial transactions and ensures that all costs are within the agreed budget and contract and funding agency guidelines and current organizational policies and procedures. Additionally, all financial transactions must be accurately recorded, should be budget allocable, and justifiable in the accounting system, and financial reports. FACE must be generated through quantum based online system by logging in to UNFPA and should be reporting FACE quarterly basis along with monthly financial statement and bank reconciliation as well as budget forecasting and requests.

|                               |                                                                                                                |              |  |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|--------------|--|
| <b>Job Title</b>              | <b>Admin and Finance Officer</b>                                                                               |              |  |
| <b>Place of work:</b>         | Dhangadhi, Kailali                                                                                             |              |  |
| <b>Grade:</b>                 | 9 <sup>th</sup>                                                                                                | Project Code |  |
| <b>Contract type:</b>         | Temporary                                                                                                      | Staff ID#    |  |
| <b>Contract Period (Date)</b> | From:                                                                                                          | To:          |  |
| <b>Direct Reports</b>         | Health ProgrammeManager                                                                                        |              |  |
| <b>Indirect Report</b>        | Programme Manager and UNFPA Program specified contact person                                                   |              |  |
| <b>Work Relationships</b>     | <i>Internal:</i> Executive Directorand all the programme staff<br><i>External:</i> UNFPA and local government, |              |  |

### Jobs and Responsibilities:

1. Maintain a record of overall expenditure of the program activities by Generally Accepted Accounting Principles (GAAP)
2. Prepare financial reports and ensure the financial transactions, payments and procurements held as per organization policy and procedures.

3. Submit financial and statements along with FACE report with advance to reporting focal Person of UNFPA producing statements through the accounting system through the authorized reporting line
4. Submit monthly financial statements and budget vs expense, trial balance and bank reconciliation and payable and receivable reports.
5. Facilitate organizing workshops, training and programme events in terms of logistic arrangement and procurements.
6. Assist the organization and management of internal and external audits.
7. Calculate the taxes on applicable deducted sources, deposit them in a timely to the concerned office and maintain the E-TDS system
8. Maintain proper filing and effective documentation of all documents related to finance and administration.
9. Facilitate to release of advance to the program staff for implementing activities at district and Palikas levels.
10. Receive, verify and ensure that supporting documents are submitted by program staff while settling in advance.
11. Check and ensure attendance, payment and other necessary supporting documents required for settlement.
12. Coordinate with other departments and units within the PeaceWin to ensure smooth implementation of the UNFPA-funded programme.
13. Ensure that the fixed assets records are maintained for the programme identifying the location and user of each asset and arranging for the annual and periodical inventory of the assets and updating of the records.
14. Assist in the planning and budgeting for the project program, taking the lead role in the financial plan and budgets and ensuring the compliance of the parameters, guidelines and policies.
15. Support in financial review and monitor programme performance ensuring efficient use of resource and make recommendations to improve performance concerning Financial Management.
16. Provide orientation to the program staff on the financial norms and policy of the programme.
17. Assist in financial monitoring of programme activities and adherence to financial guidelines.
18. Maintain a proper filing system for financial and administrative documentation and the entire financial voucher to be kept backed up with scanning.
19. Perform any other duties as required or requested by the line manager.

### **Qualifications, Knowledge and Experience**

1. Master's Degree from a recognized university in management and commerce with at least 3 years of relevant experience or bachelor's degree with at least 5 year of experience in financial and administrative management in the NGO/INGO field.
2. Demonstrated experience and skills with budget preparation and analysis, financial reporting preparation and the proven ability to translate technical financial data into informative reports.
3. Strong accounting skills and experience, including management of general ledger, journal entries, payroll, payables and receivables, and GON Tax law.
4. Proficient in computer skills in MS Office programs, particularly Excel and accounting software.
5. Good oral and written English and Nepali language.
6. Excellent analytical and communication skills.
7. A comprehensive understanding of UNFPA financial and administrative guidelines is essential, along with knowledge of gender, equity, and sustainability principles. Knowledge and work experience in gender-based violence or humanitarian settings will be an added advantage.

**Key competencies:**

1. Adherence to the principles of Accountability, Integrity, and Innovation.
2. Proficiency in Peace Win working approaches and policy.
3. Implementation of inclusive processes, Protection from Sexual Exploitation and Abuse(PASE), institutional system strengthening, behavioral change initiatives, and mainstreaming gender and youth considerations.
4. Team-oriented mindset, motivation, and a collaborative approach based on mutual trust within a diverse team.
5. Demonstrated cultural awareness and effective communication skills.
6. Willingness to undertake field visits as necessary.

**Required documents to be submitted with the application:**

1. Detail CV in prescribed format
2. Citizenship Certificate
3. Certificates of Master's degree and SLC
4. Letters of work experiences in related field

**Candidate:**

I wholeheartedly agree with the job description and am dedicated to successfully fulfilling the tasks outlined in the roles and responsibilities, qualifications, knowledge and experience, as well as key competences.

\_\_\_\_\_  
Name and Position:

Date:

*Apart from the above-mentioned job descriptions, terms, and conditions, PeaceWin has the right to apply all other necessary conditions according to its policies, guidelines, and decisions.*