

Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

Job Description

Position title:	Admin and Finance Assistant
Level:	3
Supervisor/Reports to:	Finance Officer
Co-supervisor:	Programme Officer
Position description:	New : <input checked="" type="checkbox"/>
	Revised :
	Date: October 2020

JOB SUMMARY: Reporting to the Finance Officer, the Admin and Finance Assistant is primarily responsible for providing support for administrative and financial management of project entitled 'SFF/ Economic Response to COVID-19' implemented by LI-BIRD in Birendranagar, Butwal, Ghorahi, Nepalgunj and Dhangadhi municipalities with financial support from GIZ Nepal from October, 2020 to August 2021. The project aims to take action for strengthening family farming and economic activities of returnee migrants and vulnerable members of host communities in the selected LPED working municipalities in the context of COVID - 19. The Admin and Finance Assistant needs to ensure that the financial resources are utilized in compliance with donors and LI-BIRD's standard policies and procedures in the projects implemented at Bardiya district. The Admin and Finance Assistant needs to work for effective financial planning, monitoring and reporting to enhance the decision-making process by the project team and improve the quality of programme delivery. S/he needs to coordinate with relevant staff so as to ensure accounting and documentation of all financial transactions in a timely and accurate manner. S/he needs to support the project team on administration, procurement and logistics management.

KEY RESPONSIBILITIES AND TASKS

I) Voucher preparation and Payment

1. Prepare Journal vouchers for the allocated project and record them accordingly.
2. Ensure to get approval from the authorized official for the expenses.
3. Ensure that the expenditures submitted are genuine, arithmetically correct and appropriately supported by bills, receipts, and/or necessary documents and are in accordance with donors and LI-BIRD's standard financial procedures.
4. Prepare disbursement vouchers against payable, approved advance requests, party payments (vendors, suppliers etc) and field office expenses (Electricity, water, communication etc.)
5. Make timely payment of tax to the local authorities and Inland Revenue Office;
6. Administer the organization's petty cash system manually as well as in account software;

II) Financial Management

1. Carry out field office's financial transactions and record them to produce project financial reports in an accurate and timely manner
2. Support Finance Officer at LI-BIRD HQ to respond to key external/internal audit findings/ recommendations, including preparation and implementation of the action plan
3. Support Finance Officer at LI-BIRD HQ for the preparation of expenditure progress report and keep Team Leader abreast of the project financial status.
4. Prepare bank reconciliation statements on a monthly basis.

5. Perform ageing analysis in advance taken by the staff and ensure that advances are liquidated by staff in a timely manner.
6. Keep updated about the financial status of the project to the Finance unit at LI-BIRD HQ.

III) Logistics Management

1. Provide support to the project team for managing logistics as per LI-BIRD's rule and regulation.
2. Support and maintain updated records of vehicle movements.
3. Support and manage project-related logistic arrangements (e.g., event management, training/ workshop venue/ accommodation) as required.
4. Support project field team in distribution of the materials to the beneficiaries, as required.

IV) Procurement and Asset Management

1. Provide support to the field team in the procurement process i.e. filing and processing the purchase request, purchase order and goods received note.
2. Support Procurement Officer for timely preparation of the project's procurement plan as per donor's and LI-BIRD's standard procurement policies.
3. Maintain Project assets list and communicate to the concerned authority in LI-BIRD HQ.
4. Support Team Leader in the preparation of the project's asset disposal plan.

Education and Experience: Bachelor's degree or equivalent degree in management with one year experience in the relevant field, especially in management and accounting. Residents of Bardiya district with valid motorbike/scooter driving license are preferred.

Competencies and Personal Specification:

- Knowledge on basic principles of accounting and financial procedures;
- Knowledge on Microsoft Offices (especially on Word and Excel, including typing skills both in Nepali and English);
- Skills and experiences in operating computerized financial systems;
- Familiarity with double-entry accounting software.
- Understanding of relevant legislation, policies and procedures; especially knowledge in relevant IRD rule and regulation;
- Fluency in both written and spoken Nepali and English;
- Team building and interpersonal skills, problem solving attitude.