

WWF-GEF Project

Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors

POSITION DESCRIPTION

Name	:	
Position Title	:	Field Finance & Compliance Officer – Integrated Landscape Management
Reports to	:	Finance and Administration Manager

I. Major Responsibility:

The WWF-GEF project, *Integrated Landscape Management to Secure Nepal's Protected Areas and Critical Corridors Project* is executed by the Ministry of Forests and Environment (MOFE), Government of Nepal. The project's geographic scope is the Terai Arc Landscape (TAL), Nepal. The project seeks to achieve the following objective: to promote integrated landscape management to conserve globally significant forests and wildlife. Over the five year project period, the objective will be achieved through the implementation of four interconnected components, namely: 1) National capacity and enabling environment for cross-sectoral coordination to promote forest and landscape conservation; 2) Integrated planning for protected area buffer zones and critical corridors in the TAL; 3) Forest and human-wildlife conflict management for improved conservation of targeted protected area buffer zones and corridors in the TAL; and 4) Knowledge management and monitoring and evaluation. Ultimately, the project will result in the reduction of the threats impacting the corridors and protected areas in the TAL, benefitting the ecological integrity of these largely forested areas, the globally significant wildlife populations that they support, and the resilience of forest dwelling communities. The improved conservation and sustainable management of forest resources will result in habitat connectivity, increased carbon storage and sequestration and restoration of degraded habitats and continued delivery of ecosystem services that support local populations.

Under the direct supervision of the Finance & Administration (F&A) Manager, the Finance and Compliance Officer will be responsible for overall budget and financial management of the field office. S/he will ensure timely submission of budget, financial reports, etc. while ensuring compliance to all legal requirements. S/he will also be responsible for day to day operation of the field office, including all administrative and Human Resource role. This position is based in field and requires substantial travel to the remote project sites.

II. Major Duties and Responsibilities:

1. Program Accounting and Financial Management

Maintain program and accounting records for the project as per standard accounting and financial procedures. Maintains weekly and monthly data backup of the accounting software. Handles monthly bank reconciliation.

- Maintain accounting records using the software.
- Maintain project accounts as per standard accountancy and financial procedures.
- Provide budgetary inputs for preparing annual work plans for the project.

- Ensure availability of funds in project for smooth implementation of the annual plan.
- Monitor the expenditure reports and pattern and report exceptional matters to the project team, F&A Manager and take initiative for appropriate action.
- Support periodic review of workplan/budget and facilitate grant amendment.
- Ensure financial and administrative compliance in field project operation.

2. Budgeting, Contracting and Monitoring

Provide budgetary support in implementation of the programs. Prepare contracts get the required signature before handing over the copies to the concerned parties. Monitor the periodic expenditure reports and contractee's deliverables and report exceptional matters to the F&A Manager for appropriate actions. Conduct regular financial monitoring to ensure field project partner follows project's standard policies, procedures and compliance provisions mentioned in the contracts.

3. Audit Preparation and follow up on Recommendation

Provide support to the auditing of Project's accounts, disseminate the audit reports to partners and appropriate recipients on a timely basis and take follow-up actions to implement audit/monitoring recommendations

4. Inventory Management

Manage records of the project inventory items and equipment on regular intervals to have an up-to-date inventory status, and carryout disposal of unused/damaged inventory items, if any. Take appropriate measures for safeguarding the project's properties including project staff with insurance coverage as per the provisions in Project Operation Manual (POM).

5. Administration and Procurement

Responsible for project administration to support overall functioning of the project operation in close coordination with F&A Manager. Facilitate administrative coordination, HR supports, fund flow management, and ensure project safety securities. The position will undertake the following tasks:

- Day to day office management.
- Provide support in processing project staff hiring and other HR management.
- Maintain/update staff personal file with information related to changes in roles, responsibilities, annual performance appraisal and leave records.
- Arrange procurement and logistics for project activities.
- Arrange regular project management committee meetings, provide logistics. Take meeting minute and ensure needful actions of the decisions.
- Supervise project support field staff as delegated by the F&A Manager.
- Write support and service contracts on behalf of the project following standard policies and procedures.
- Provide orientation of the POM to the project staff for operational understanding and compliance assurance.

6. Reporting

Responsible for monthly, quarterly, half yearly and annual financial reports of the project:

- Monthly, quarterly, half yearly and annual financial reports to be submitted to the F&A Manager and WWF GEF Agency.
- Weekly and monthly Data back-up of the accounting software.
- Monthly Bank Reconciliation.

- Periodically update field project's safety/security situation to project team, WWF GEF Agency.
- Report to WWF GEF Agency with annual leave record of project staff.

7. Coordination/Communication

Maintain operational relations with the implementing partners and government line agencies, municipalities, DCCs, NGOs and INGOs. Communicate any operational issues, and challenges to the Deputy Director – Program Administration at WWF Nepal for needful support and clarities in operational compliance.

8. Other Duties

Other tasks may be assigned as necessary according to Program needs.

II. Minimum Work Requirements:

Knowledge: Minimum Bachelor's Degree in Management/Finance and Administration, Knowledge on financial accounting and administration is required. Working with TALLY Accounting Software will be an added advantage.

Experience: Minimum 3 years of relevant working experience in the field or a project experience.

Skills and Abilities: This position requires attention to detail, the ability to keep accurate financial records and the ability to effectively prioritize and work accurately under time constraints. S/he should have good coordination and English language skills and should be a self-starter. Strong interpersonal and team-player skills are essential. Working knowledge of one local language will be an added advantage. Skilled in Microsoft office package.

III. Supervisory Responsibility

Directly supervises F&A Associates.

V. Working Relationships

Internal – Works closely WWF GEF Agency Finance Team

External - Works closely with implementing partners, governmental and non-governmental representatives, as well as other stakeholders in the field.

Accepted by

Employee: _____

Supervisor: _____

Approved by

Country Rep: _____