

**WWF NEPAL PROGRAM
POSITION DESCRIPTION**

Name	:	
Position Title	:	Finance & Administration Officer, TMJCCP
Reports to	:	Project Manager
Work Station	:	Tinjure Milke Jaljale Conservation Complex Project (TMJCCP), Basantapur

I. Major Function: Under the direct supervision of the Project Coordinator and Project Manager, TMJCCP and technical supervision of the Deputy Director - Program Administration, the Finance and Administration Officer, TMJCCP will carry out all operational tasks in the field ensuring compliance of Project Operation Manual, donors conditions and the financial regulation of Government of Nepal. The F&A Officer works in close coordination with all major partners and other stakeholders from local to central levels to ensure maximum project output.

II. Major Duties and Responsibilities:

1. Program Accounting and Financial Management

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

- a. Maintain accounting records using the software provided by WWF Nepal.
- b. Maintain project accounts as per standard accountancy and financial procedures.
- c. Provide budgetary inputs for preparing annual work plans for the project.
- d. Ensure availability of funds in project for smooth implementation of the annual plan.
- e. Monitor the expenditure reports and pattern and report exceptional matters to the Project Coordinator/ Manager and take appropriate action.
- f. Support periodic review of workplan/budget and facilitate grant amendment.
- g. Ensure financial and administrative compliance in field project operation.

2. Budgeting, Contracting and Monitoring

Provide budgetary support in implementation of the programs. Prepare contracts on behalf of the Program in the field and 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 Project Coordinator and Project Manager and take appropriate action. Conduct regular financial monitoring to ensure field project partner follows standard policies, procedures and compliance provisions mentioned in the sub-grant agreement/s.

3. Audit Preparation and follow up on Recommendation

Coordinate the auditing of Program accounts of the project in the field. Disseminates 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 inventory records of all office 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 office's properties including the insurance coverage.

5. Administration and Procurement

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

- a. Day to day office management.
- b. Prepare TOR and procedures for hiring project support staff as mentioned in the project document.
- c. Arrange procurement and logistics for project activities.
- d. Arrange regular project staff meetings, provide logistics. Take meeting minute and ensure needful actions of the decisions.
- e. Supervise project support field staff as delegated by the Project Coordinator/Manager.
- f. Write all the contracts on behalf of the projects and get the required signature before handing over the copies to the concerned parties.
- g. Insure office vehicle, equipment, other office assets, including project staff insurance as per the provisions in the POM.
- h. Maintain working relations with the counterparts of partners in project implementation, e.g. government line agencies, municipalities, District Coordination Committees (DCCs), state governments NGOs and INGOs.
- i. Assist staffs in conservation sectors to develop daily administrative and accounting procedures and provide quality control.

6. Reporting

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

- a. Monthly, quarterly, half yearly and annual financial reports to be submitted to WWF Nepal Program office, and to the Project Coordinator and the Project Manager.
- b. Weekly and monthly Data back-up of the accounting software.
- c. Monthly Bank Reconciliation.
- d. Periodically update field project's safety/security situation to Program Administration Unit, WWF Nepal.
- e. Report to HR with annual leave record of WWF seconded staff.

7. Coordination/Communication

Maintain working 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 by the Project Coordinator and the Project Manager, TMJCCP as necessary according to program needs

III. Supervisory Responsibility

Finance, admin and support staff, if any.

IV. Working Relationships

Internal - Works closely with supervisor, Deputy Director - Program Administration, other project staffs and WWF Nepal staff.

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

V. Minimum Work Requirements

Knowledge: Minimum Bachelor's Degree in Management/Finance and Administration, Knowledge on financial accounting and administration is required. Working with TALLY 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.

Accepted by

Employee: _____

Supervisor: _____

Approved by

Country Representative: _____