

**WWF NEPAL
HARIYO BAN PROGRAM
POSITION DESCRIPTION**

Name	:	Bidit Shah
Position Title	:	Finance & Compliance Associate, Hariyo Ban Program
Reports to	:	F&A Officer, CHAL, Hariyo Ban Program
Duty Station	:	Pokhara

I. Major Function

The Hariyo Ban Program's overall goal is to reduce adverse impacts of climate change and threats to biodiversity in Nepal. Under the direct supervision of F&A Officer, CHAL (Chitwan Annapurna Landscape) the Finance & Compliance Associate will be responsible for providing financial and compliance support to the program office including financial planning, preparation of grants and consultancies & reporting for Hariyo Ban Program. The F&C Associate will support sub awardees to meet Hariyo Ban Program compliance requirement and support the program in financial monitoring of grantees.

II. Major Duties and Responsibilities

1. Financial, Administrative and Compliance support to the Program

The F&C Associate will be responsible for providing financial and administrative support to the program. S/he will be responsible for independent handling of routine letters and queries for Hariyo Ban activities. Supports in maintaining books of account and ensures proper filing of all Hariyo Ban Program correspondence and project documents. Ensures all compliance is followed for the same. Supports in office management.

2. Consultancies and Grants

Under the supervision of the F&A Officer, drafts all requested consultant and small grants to be issued through Hariyo Ban funding. Ensure that all parties understand the requirements of the issued agreements.

3. Financial Monitoring of Grantees

Assists the F&A Officer for regular financial monitoring of the Hariyo Ban sub-grantees financial reports. Alerts the Grants and Compliance Officer and the ChAL office for any delay in or incomplete financial reporting, or any variance from contract requirements, overspending, etc.

4. Reporting

Supports the F&A Officer, ChAL in preparing Hariyo Ban monthly, quarterly and annual progress reports and other required financial reports.

5. Logistics

Organizes travel & visit programs. Manages logistical arrangements for all meetings, in house as well as others.

6. Procurement

Supports the F&A Officer in the procurement of goods & equipment required by the program for the delivery of Hariyo Ban activities.

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7. Coordination

Support the F&A Officer and ChAL office team to coordinate with Hariyo Ban partners in all financial and administrative matters.

8. Any Other Duties

Performs other duties as assigned by supervisor and plays an active role in successful operation of projects.

III. Supervisory Responsibility

None.

IV. Working Relationships

Internal: This position works closely with all Hariyo Ban staff in ChAL. Also works closely with field based staff of other key partners of Hariyo Ban.

External: Interacts regularly with Grantees, Service contractors, Consultants.

V. Minimum Educational and Work Experience Requirements:

Knowledge: Bachelor's degree in Accounting or a relevant degree with thorough knowledge of computerized accounting systems.

Experience: At least 2 years of experience in a similar position. USAID experience is desirable.

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 in addition to travel to the field from time to time to monitor sub-recipients' financial transactions. Personal interest in international conservation and development issues is desired.

Accepted by

Employee: _____

Supervisor: _____

Approved by

Country Rep: _____