

Position: Finance and Admin Officer

Environment and Rural development Center (ENRUDEC) has made a partnership with Helen Keller International to implement USAID Integrated Nutrition Activity in Banke district. USAID Integrated Nutrition's primary goal is to improve the nutrition status of women, adolescents, and children in Nepal's underserved and marginalized communities. The activity will tackle the direct and underlying determinants of malnutrition in Nepal while strengthening the national and local enabling environment to implement multisectoral nutrition programs through four synergistic intermediate results. Success will be measured by improvements in nutrition status indicators among women of reproductive age, adolescents, and children.

Position Overview:

This role provides financial, administrative, and HR support for the USAID-Integrated Nutrition activities at the PNGO district level. The incumbent will collaborate closely with the Executive Director, Program Coordinator, program team, and maintain regular communication with the Finance and Grant teams in Kathmandu/Province.

The position is responsible for managing administrative and financial tasks at the PNGO level, overseeing day-to-day financial operations in the field. This includes providing support to the Program Coordinator and team to ensure smooth financial and administrative operations at the district level, as well as logistical support for program activities and staff.

● **Key Responsibilities:**

- Oversee all incoming and outgoing financial transactions at the PNGO Office, including managing funds received or channeled through Helen Keller International.
- Prepare cash flow forecasts (liquidation plans) and request cash transfers from Kathmandu to ensure sufficient funds at the district level. Assist in establishing procedures and forms for fund requests and disbursements for program needs.
- Prepare and submit monthly financial reports to for USAID-Integrated.
- Stay informed on local and national laws and regulations of the Government of Nepal and ensure compliance.
- Ensure the safe and secure storage of all financial documents.
- Manage and oversee the annual audit process, including handling any audit-related issues at the PNGO level.
- Maintain a petty cash account for small transactions or oversee petty cash management through an approved holder. Ensure compliance with USAID-Integrated Nutrition policies regarding project travel, advances, and the timely settlement of advances and miscellaneous dues.
- Produce and submit Monthly Financial Reports in both soft and hard copies within the designated deadlines.
- Report any suspicious or questionable transactions by field staff.
- Regularly back up financial data, at least on a weekly basis.
- Manage procurement, storage, and logistical support.

- Ensure compliance with local laws and donor requirements for district offices and partners.
- Ensure timely collection and payment of bills/invoices, as well as the settlement of advances, liabilities, and receivables. Payments should be processed within seven working days.
- Establish and maintain an organized filing system at the PNGO office.
- Ensure all field staff are familiar with the organization's policies and adhere to them at all levels.
- Handle administrative processes such as leave, timesheets, and safety & security to support the achievement of program objectives in the district office
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- **Job Specifications (Minimum Job Requirements):**
- **Education:** Minimum bachelor's degree in business administration or a related field.(BBS/BCOM)
- **Experience:** At least 3 years of experience in NGO/INGO or similar institutions.
- **Skills:**
- Familiarity with FAMAS accounting software is an asset.
- Knowledge of financial and administrative management systems and internal controls.
- Ability to work well with others and foster positive working relationships.
- Strong proficiency in Microsoft Word, Excel, and PowerPoint.
- Competency in Nepali and English typing.
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Skills:

- The Finance and Admin Officer should demonstrate respect for all individuals regardless of religion, ethnicity, caste, class, or gender, with a high comfort level working in a diverse environment and a demonstrated commitment to high professional ethical standards and comply the ENRUDEC, Helen Keller and USAID rule and regulations.

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