

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

### JOB/POSITION DESCRIPTION

Position title :	Admin and Finance Assistant (AFA)
Level	3 or 4
Name of the project	Green Resilient Agricultural Productive Ecosystem (GRAPE FA3) (50% LoE) and Green Resilient Agricultural Productive Ecosystem (GRAPE FA2) (50% LoE)
Duty Station:	Budar, Doti
Supervisor/Reports to:	Team Leader (GRAPE FA2)
Co-supervisor:	Compliance Manager and Senior Programme Officer (GRAPE FA3)
Position description:	New ✓
	Revised
	Date: January 2024

### BACKGROUND

Green Resilient Agricultural Productive Ecosystem (GRAPE) is jointly funded by the Ministry of Foreign Affairs of Finland, German Federal Ministry for Economic Cooperation and Development (BMZ) and European Union and is being implemented by GIZ and ICIMOD in Nepal. The project aims to improve climate resilience and sustainability of agro-ecosystems in Sudurpashchim Province of Nepal through the promotion of various climate-resilient agriculture technologies and practices. The GRAPE project has four fields of actions (FAs): i) Economic Governance, ii) Action Research, iii) Roll out, and iv) Scaling up. The GRAPE FA2: Action Research and GRAPE FA3: Roll out is managed by ICIMOD and GIZ respectively and implemented by LI-BIRD in Bajura, Dadelhdhura, Doti and Kailai districts of Sudur Paschim Province.

### JOB SUMMARY

The Admin & Finance Assistant (AFA) will report to the Team Leader (GRAPE FA2) and will be primarily responsible for account keeping of GRAPE FA2 and GRAPE FA3 projects. S/he will also support the project team on administration, procurement and logistics management. S/he will coordinate with relevant staff to ensure accounting and documentation of all financial transactions are carried out accurately and in a timely manner.

### 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/invoices, receipts, and/or necessary documents and are in accordance with the donors and LI-BIRD's standard financial policy and 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 TDS to the local authorities and Inland Revenue Office.
6. Administer the organization's petty cash system manually as well as in account software.

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### II) Financial Management

1. Ensure that appropriate finance systems are maintained and that all procedures and controls are implemented.
2. Carry out field office's financial transactions and record them to produce monthly project financial reports in an accurate and timely manner.
3. Support Compliance Manager for the preparation of project annual budgeting, expenditure progress report and keep Team Leader abreast of the project financial status.
4. Prepare bank reconciliation statements on a monthly basis.
5. Perform aging 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.
7. Support Compliance Manager to respond to key donor and statutory audit findings/ recommendations, including preparation and implementation of the audit action plan.

### 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.

### 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. Collect quotations and prepare comparison sheet for submission to procurement officer
3. Contribute to timely preparation of the project's procurement plan as per donor's and LI-BIRD's standard procurement policies in coordination with the Procurement Officer.
4. Maintain Project assets list and communicate to the concerned authority in LI-BIRD Head Office.
5. Support Team Leader in the preparation of the project's asset disposal plan.

**Education and Experience:** Bachelor's degree or equivalent degree in commerce/management, with 2 years of relevant work experience or 10+2 in management with 3 years experience in relevant field.

#### Competencies and Personal Specification:

- Knowledge on basic principles of accounting and financial procedures;
- Excellent 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;
- Excellent attention to details including pro-activeness, creativity and reliability; and
- Excellent coordination, team building and interpersonal skills, problem-solving attitude;
- Willingness to travel in remote areas; and
- Candidates with valid motorbike/Scooter driving licenses are preferred.