

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

JOB/POSITION DESCRIPTION

Position title :	Admin and Finance Assistant (AFA)
Level/Grade:	4
Project	'Renewable Energy for Resilient Agri-Food System (RERAS)'
Duty Station:	1 at Bajura and 1 at Jumla
Supervisor/Reports to:	Cluster Coordinator
Co-supervisor:	Admin and Finance Officer
Position description:	New ✓
	Revised
	Date: December 2023

BACKGROUND

Renewable Energy for Resilient Agri-Food System (RERAS) project, funded by Royal Norwegian Embassy and led by UNDP Nepal, is being implemented by LI-BIRD in 11 municipalities of Sudurpashchim, Karnali and Bagmati Provinces (4 in Karnali, 6 in Sudurpaschim and 1 in Bagmati) in collaboration with the local governments and partnership with Alternative Energy Promotion Center (AEPC), International Center for Integrated Mountain Development (ICIMOD) and World Food Programme (WFP). The project aims to increase agricultural productivity and food and nutrition security by enhancing the use of reliable and affordable energy solutions for production, irrigation, processing, storing, packaging, and marketing of locally grown farm products.

JOB SUMMARY: Reporting to the Cluster Coordinator, the Admin & Finance Assistant (AFA) will be primarily responsible for account keeping of the project. 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.

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.

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3. Support Admin and Finance Officer for the preparation of project annual budgeting, expenditure progress report and keep Cluster Coordinator abreast of the project financial status.
4. Prepare bank reconciliation statements on a monthly basis.
5. Perform ageing 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. Contribute to timely preparation of the site specific project's procurement plan as per donor's and LI-BIRD's standard procurement policies in coordination with the Procurement Officer.
3. Maintain site specific project assets list and communicate to the concerned authority in LI-BIRD Head Office.
4. Support Cluster Coordinator 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.

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.