

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

JOB/POSITION DESCRIPTION

Position title:	Project Admin and Finance Officer
Level/Grade:	6
Project:	Transitioning to Agroecological Production (TAP)
Supervisor/Reports to:	Value Chain and Business Development Officer
Co-Supervisor:	Compliance Manager
Duty Station:	Surkhet
Position description:	New ✓
	Revised
	Published Date: 9 October 2026
	Anticipated Joining date: By end of November 2026

BACKGROUND

Transitioning to Agroecological Production (TAP) is a regional project funded by the International Fund for Agriculture Development (IFAD) for implementation in Nepal, Bhutan and Pakistan for the period of 3 years. In Nepal, the project will be implemented in Karnali, Sudurpaschim and Lumbini Provinces to support the IFAD funded Resilient High Value Agriculture Program (RHVAP), the Nepal Government's flagship programme under the Ministry of Agriculture, Forestry and Environment (MoAFE). The TAP project aims to support transition to commercially viable agroecological systems and strengthen the economic resilience of smallholder farmers through promotion and scaling of agroecological farming systems in the region. The project will seek to accelerate on farm agroecological transformation while strengthening the market, knowledge and institutional systems required to sustain and scale agroecological practices within ongoing investment projects in Nepal, Bhutan and Pakistan. While project implementation in each country will be led by the respective implementing partners, LI-BIRD will be responsible for overall coordination and project management. The project will promote collaboration, learning and knowledge exchange among the three countries while ensuring effective planning, implementation, monitoring, financial oversight, reporting and accountability at both national and regional levels.

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JOB SUMMARY

Reporting to the Team Leader, the Project Administration and Finance Officer (PAFO) will be responsible for the effective management of the project's financial, administrative, procurement, and logistical functions. PAFO will coordinate with relevant staff to ensure accounting and documentation of all financial transactions are carried out accurately and in a timely manner. The PAFO will also ensure that financial and administrative documentation is maintained in a systematic and timely manner to support reporting, accountability, transparency, and overall operational effectiveness of the project.

KEY RESPONSIBILITIES AND TASKS

1. Voucher preparation and Payment

- Prepare Journal vouchers for the allocated project and record them accordingly;
- Ensure that all the journal vouchers are supported with adequate supporting documents;
- Ensure to get approval from the authorized official for the expenses;
- 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;
- Prepare disbursement vouchers against payable, approved advance requests, party payments (vendors, suppliers etc) and field office expenses (electricity, water, communication etc.);
- Make timely payment of TDS to the local authorities and Inland Revenue Office; and
- Administer the organization's petty cash system manually as well as in account software.

2. Financial Management

- Ensure that appropriate finance systems are maintained and that all procedures and controls are implemented;
- Carry out field office's financial transactions and record them to produce monthly project financial reports in an accurate and timely manner;
- Prepare a fund request on a monthly basis for the field office and request the fund to HQ;
- Support Compliance Manager for the preparation of project annual budgeting, expenditure progress report and keep Team Leader abreast of the project financial status;
- Prepare bank reconciliation statements on a monthly basis;
- Perform aging analysis in advance taken by the staff and ensure that advances are liquidated by staff in a timely manner;
- Keep updated about the financial status of the project to the Finance unit;
- Support Compliance Manager on internal, external and donor audits by preparing documentation, coordinating responses, drafting management responses, preparing action plan and following up on implementation of audit recommendations; and

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- Ensure that the stock ledger is maintained and updated regularly. Also track the distribution list of all the items distributed to the beneficiaries in support with the project team and MEAL Focal person of the project.

3. Logistics Management

- Provide support to the project team for managing logistics as per LI-BIRD's rule and regulation.
- Support and maintain updated records of vehicle movements;
- Support and manage project-related logistic arrangements (e.g., event management, training/ workshop venue/ accommodation) as required.

4. Admin and Human Resource Management

- Provide support to the Team Leader to mobilize human resources in an efficient and effective manner;
- Provide coaching and mentoring support on admin, finance, procurement and logistics matter to the project staff of TAP as well as Karnali Cluster;
- Ensure that administrative and support works in Site office are handled properly and effectively;
- Contribute to ensuring an enabling work environment at the site office;
- Facilitate the process for timely repair and maintenance of furniture, fixtures and office equipments;
- Maintain an electronic and paper filing system of all official documents in the site office; and
- Ensure to maintain timely and accurate records of timesheets, leave, and attendance, and support staff in the effective use of the Human Resource and Procurement Management System (HRPMS).

5. Procurement and Asset Management

- Provide support to the field team and the Procurement Officer in the procurement process i.e. filing and processing the purchase request, collecting quotations, preparing comparison sheet, issuing purchase order and goods received note;
- 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;
- Maintain Project assets list and communicate to the concerned authority in LI-BIRD Head Office; and
- Support Team Leader in the preparation of the project's asset disposal plan.

Additional Position Description/Requirements

The Project Admin and Finance Officer is responsible for problem-solving at various levels. Situations are variable and the Officer must have capacity and willingness to listen, learn and apply lessons learned, with strong analytical skills, by understanding the context. The Officer must have a personal commitment to social equity, equal rights and opportunities and adhere to LI-BIRD's policies including Safeguarding policy.

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Education and Experience: Bachelor's degree or equivalent degree in commerce/management with 5 years of relevant work experience or Master's Degree in management with 1 years experience.

Competencies and Personal Specification:

- Knowledge on basic principles of accounting and financial procedures;
- Familiarity with double-entry accounting software (FAMAS will be preferred);
- Experienced in maintaining a congenial working relationship with government stakeholders, partners and associated stakeholders;
- Demonstrated ability to cope with stress, time management and meeting deadlines;
- Fluency in both (written and oral) English and Nepali;
- Excellent knowledge on Microsoft Offices (especially on Word and Excel, including typing skills both in Nepali and English);
- Understanding of relevant legislation, policies and procedures; especially knowledge in relevant IRD rule and regulation;
- Excellent attention to details including pro-activeness, creativity and reliability;
- 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.