



JOB/POSITION DESCRIPTION

Position title:	Project Admin and Finance Officer
Level/Grade:	6
Project:	SARATHI: Community Led Holistic Action for Transformative Impact in Resilience, Adaptation, and Inclusion in Nepal
Supervisor/Reports to:	Compliance Manager
Duty Station:	District (TBD) of Madesh and Lumbini Provinces
Position description:	New ✓
	Revised
	Date: March 2025

Background: LI-BIRD is implementing a project entitled 'SARATHI: Community Led Holistic Action for Transformative Impact in Resilience, Adaptation, and Inclusion in Nepal' with financial support from Foreign, Commonwealth and Development Office (FCDO), United Kingdom led by People in Need (PIN) and Dan Church Aid (DCA) from February 2025 to December 2029 in Madhesh, Lumbini and Karnali Provinces. SARATHI aims to strengthen the early action and climate resilience of the British Embassy Kathmandu (BEK's) Resilience, Adaptation, and Inclusion in Nepal (RAIN) program for scaling up support for vulnerable and marginalized communities at risk of multi-hazards in Madhesh, Lumbini, and Karnali provinces by 2029.

Job Summary: Reporting to Compliance Manager, the Project and Admin and Finance Officer (PAFO) will be responsible for financial reporting and accounting of the project. The Project Admin and Finance Officer will also be responsible for supporting admin, logistic and procurement related matters of the project at the cluster level.

Key Responsibilities and Tasks

I) Voucher preparation and Payment

- Prepare journal vouchers for the allocated project and record them accordingly in FAMAS software.
- 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

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appropriately supported by bills, receipts, and/or necessary documents and are in accordance with donors and LI-BIRD's standard financial procedures and in alignment with project's requirements.

- Ensure that all the documents are properly translated in English as per the funding agencies requirement.
- 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 tax to the local authorities and Inland Revenue Office.
- Administer the organization's petty cash system manually as well as in account software.

II) 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 monthly for the field office and request the fund to HQ.
- Support Compliance Manager to prepare bi-monthly fund requests.
- Support Compliance Manager at LI-BIRD HQ for the preparation of project annual budgeting, expenditure progress report and keep Team Leader abreast of the project financial status.
- Prepare bank reconciliation reports/ statements monthly.
- Perform ageing analysis in advance taken by the field staff and ensure that advances are liquidated by staff in a timely manner. Ensure that advance settlement aligns with the monthly reporting.
- Keep updated about the financial status of the project to the Finance unit at LI-BIRD HQ.
- Support Compliance Manager at LI-BIRD HQ to respond to key external/internal audit findings/ recommendations, including preparation and implementation of the action plan.

III) Logistics Management

- Provide support to the project team for managing logistics e.g., event management, training/workshop venue/accommodation, etc) as per LI-BIRD's rule and regulation.
- Ensure that the vehicle logs are kept updated and have the updated records of vehicle movement.

IV) Admin and Human Resource Management

- Provide support to the Team Leader/Provincial Adaptation Coordinator to mobilize human resources in an efficient and effective manner.
- Provide coaching and mentoring support to project and sub-grantee staff.
- 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 equipment.
- Maintain an electronic and paper filing system of all official documents in the site office.
- Maintain proper records of timesheets, leave records and submit details to the Head Office and Project team.

V) Procurement and Asset Management

- Provide support to the field team in the procurement process i.e., filing and processing the purchase request, 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 HQ.
- 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.

Education and Experience: Master's degree in business administration with 3 years of relevant work experience. Candidates with bachelor's in business administration with 5 years of relevant work experience are eligible. Candidates with experience on double-entry accounting software (FAMAS preferred) and prior experience in projects are encouraged to apply.

Competencies and Personal Specification:

- Knowledge of 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 experience in operating computerized financial systems, familiarity with double-entry accounting software, (FAMAS preferred).
- Understanding of relevant legislation, policies and procedures; especially knowledge of relevant IRD rules and regulations.
- Demonstrated ability to coach and mentor programme and partner staff on financial aspects.
- Experienced in maintaining a congenial working relationship with all the associated stakeholders of the project.
- Experience in project budget planning, expenditure tracking and reporting and effective management of project finance.
- Fluency in both (written and oral) English and Nepali and knowledge of the local language (Maithili, Awadhi and Bhojpuri) will be an added advantage.
- Excellent attention to details including pro-activeness, creativity and reliability.
- Excellent coordination, team building and interpersonal skills, problem-solving attitude.
- Willingness to travel in different districts of Madhesh and Lumbini province as required.
- Excellent interpersonal skills and compatible ability to work with a multi-disciplinary team.
- Self-motivated with time and stress management skills and ability to work independently, ability to take responsibility and meet deadlines.
- Candidates with valid motorbike/Scooter driving license are preferred.