



Terms of Reference

WASH and Account Assistant Officer

Position: WASH and Account Assistant Officer

Location: Rajapur and Madhuwan Municipalities, Bardiya District

Application Deadline: July 31, 2020

Probation Period: 3 months

Duration of Contract: One year with the possibility of extension

Gross Salary: NRs. 38,950 per month (Gross)

Background:

Sonaha Bikash Samaj (SBS) is going to implement WASH in School Project in Rajapur Municipality and Madhuwan Municipality of Bardiya district under the funding of Good Neighbors Japan. The major aim of this project is to improve health and learning performance of students through improved WASH practices from 2020 to 2022.

Scope of Work

The position is responsible for implementation and supervision of administrative and financial systems of Good Neighbors Japan supported project. S/he reports to the Assistant Project Officer and assists in admin and finance related functions. The WASH and Account Assistant Officer will be based in project location, Bardiya District with frequent travels to the working rural/municipalities.

Major Duties and Responsibility

Job Description

A. Administrative Function (30%):

- Manage administrative function and establish internal administrative systems and controls;
- Implement administrative policies and procedures;
- Engage in procurement process locally;
- Inventory management and verification;
- Prepare inventory report of assets of the project on periodic basis and submit to the supervisor;
- Stock management and asset management;
- Strong documentation, maintaining files folders and administrative data management in both hard and soft version;
- Ensure proper use, maintenance and repair of physical assets and office, including vehicles equipment, furniture and office building as necessary;
- Ensure security of office, staff and physical assets belonging to the organization;
- Coordinate administrative activities and maintain a monthly and yearly timetable;
- Support in recruitment process of human resource locally and keep the employee records;
- Correspondence and communication within organization and other stakeholders;
- Conduct meetings; prepare meeting minutes as per need and delivery of information to GNI District Office with feedback.

B. Financial Function (30%):

- Maintain daily financial transaction under approver;
- Prepare the cash journal and finance reports, monitoring the transaction of the requisition and cash flow;
- Handling cash and treasury operations with advanced use of spread sheets for tracking expenses and payroll system with tax application, controls for ensuring proper transaction;
- Collect, check, register and keep track of all order forms, incoming & outgoing invoices, travel claims, according to Nepal law and internal procedures;
- Preparation and submission of monthly reports and necessary periodical project document and implementation of allocated budget in plan of Action (POA);
- Implement financial policies and procedures and applying project's new changing strategy;
- Reporting to the concerned authority with analytical feedbacks;
- Assisting to prepare the requisition of month;
- Analyzing the periodical fund and reporting to project authority;
- Assisting the supervisor as assigned for the official work;

- Conduct financial orientation and workshop for the staffs of related department;

C. Project Management (40%):

- Collect information and participate in planning process;
- Involve in implementation of project activities.
- Participate in monitoring and evaluation process of project as per requirement;
- Coordinate with key informants, stakeholders and project beneficiaries for effective implementation of project;

Qualification and Desired Expertise

Education

- Bachelor's degree in Management or any related subject from recognized university

Experience

- 3 years of experience in financial and project management;
- Proven experience in logistic and administrative management;
- Ability to handle multiple financial transactions;
- Knowledge to operate FAMAS program;
- Proficient in using computer program; MS word, spreadsheets, power point, email and internet;
- Preference will be given to person holding valid two wheelers license.

NOTES:

- Locals, especially women and members of ethnic or marginalized communities are encouraged to apply for this position
- Applications received after the closing date will not be considered and only shortlisted candidates will be notified for the interview
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.