JOB DESCRIPTION

Position: Manager – Administration and Finance

Duty Station: Kathmandu

Required Number: 1

Reports To: Executive Director

Position Type: Full-time / Contract

Position Overview

The Manager – Administration and Finance is responsible for ANSAB's financial management, accounting, general administration, and compliance. The Manager works under the direct supervision of the Executive Director and in close coordination with Deputy ED, and as a member of the management team, contributes to efficient and effective organizational management and institutional development. The position also plays a key role in promoting a values-based organizational culture by ensuring that ANSAB's values, Code of Conduct, policies, procedures, and standards are understood, respected, and consistently followed by all staff.

Key Responsibilities

1. Financial Management and Accounting

Planning and Budgeting

- Prepare organizational financial plans, annual budgets, cash flow forecasts, and annual operational plans.
- Develop financial proposals and project budgets for new funding opportunities, ensuring that proposed costs are realistic, eligible, and compliant with donor requirements.
- Review budgets of ongoing projects and recommend necessary revisions, reallocations, and adjustments.
- Ensure proper allocation of resources (including monthly, quarterly, and annual staff time-allocation) and charging to ensure accurate allocation of personnel and other costs across projects and organizational functions.
- Ensure appropriate allocation of costs across projects, vehicles, and organizational overheads, including the proper application and recovery of indirect costs.
- Review and periodically update financial policies, guidelines, and procedures to strengthen financial planning and management.

Bookkeeping and Cash Management

- Manage and maintain up-to-date financial accounting, bookkeeping, accounts receivable and payable, fund transfers, bank accounts, and regular bank and cash reconciliations.
- Prepare and review monthly payroll and staff tax calculation sheets based on verified attendance, leave records, and employment contract periods.

- Review financial transactions, including payments, advances, and settlements, ensuring that supporting documents are complete, accurate, and properly classified under the appropriate budget and account heads.
- Ensure effective cash management through regular monitoring, reconciliation, and periodic unannounced cash verification.

Review, Monitoring, and Internal Control

- Monitor budget versus actual expenditure and provide regular budget analysis to management and program teams to identify potential compliance issues, under- or overspending, and financial risks.
- Recommend and facilitate timely corrective actions to ensure effective budget utilization and financial discipline.
- Strengthen internal financial controls and ensure compliance with organizational policies, donor agreements, and applicable regulations.

Reporting and Coordinating Audits

- Prepare and finalize organizational and project financial statements and ensure the timely submission of financial reports to management, the Board, funding partners, and relevant government authorities.
- Coordinate project, internal, and external audits; respond to audit queries; and ensure timely implementation of audit recommendations and agreed action plans.

2. General Administration and Compliance

Governance and Organizational Management

- Contribute to strategic planning, organizational development, and institutional strengthening as a member of the management team, providing management support and advice.
- Manage and ensure timely registration, renewal, and legal compliance of ANSAB with the Social Welfare Council (SWC), District Administration Office, and other relevant government authorities and associated bodies, including fulfilment of SWC reporting and project agreement requirements, and maintain up-to-date legal and statutory records.
- Support the organization of Executive Committee and Annual General meetings, including the preparation and presentation of financial reports, documentation of meeting minutes, and follow-up on decisions.

General Operations and Procurement

- Oversee overall office operations and management, including logistics, facilities, vehicles, equipment, and office supplies.
- Manage procurement processes in accordance with ANSAB's procurement policy and donor requirements, ensuring competitive bidding and quotations, transparent vendor selection and evaluation, proper documentation, and value for money.
- Manage organizational contracts, leases, service agreements, and other administrative arrangements.

Human Resource Management

- Support senior management in staff recruitment and selection processes, including vacancy announcements, shortlisting, assessments, interviews, and recruitment documentation.
- Oversee staff employment documentation and administration, maintaining up-to-date record keeping, including employment contracts, renewals, job descriptions, identity cards, staff induction, and exit procedures.
- Maintain, monitor and verify proper recording of staff attendance, leave, and timesheet, and manage the effective implementation and documentation of the staff performance appraisal system.
- Supervise, mentor, and build the capacity of Finance and Administration staff, ensuring effective coordination, communication, and prioritization of work.
- Promote and uphold ANSAB's organizational values, policies, procedures, and Code of Conduct, fostering a professional, inclusive, accountable, and respectful working environment.

Asset Management

- Maintain and regularly update organizational asset registers and inventory records.
- Conduct periodic physical verification of assets and ensure that project and administrative assets are properly recorded, tracked, maintained, and functional.
- Ensure appropriate procedures for the disposal and write-off of damaged, obsolete, or irreparable assets.

Core Competencies

- Strong financial management and accounting skills, with sound knowledge of accounting standards, financial procedures, and diverse donor compliance requirements.
- Good analytical, documentation, report-writing, and communication skills, particularly in financial and administrative matters.
- Good command of digital tools and financial management systems, with proficiency in accounting software (preferably FAMAS) and Microsoft Office applications.
- Strong understanding of and willingness to oversee the entire financial management cycle effectively and efficiently, from transaction verification and vouching to financial reporting and auditing.
- Strong leadership, coordination, problem-solving, and team management skills, with a high degree of integrity, accountability, and attention to detail.

Qualifications and Experience

- Master's degree in Accounting, Finance, Business Administration, Commerce, or a related field. Professional qualifications such as CA, ACCA, or CMA will be an added advantage.
- At least five years of relevant experience in finance and administration, including a minimum of three years in a managerial position, preferably in an NGO or development organization.

- Well familiar with financial, taxation, labour, and donor compliance requirements, including relevant laws and regulations of the Government of Nepal.
- Demonstrated experience in financial audits, budgeting, financial reporting, procurement, and the establishment and maintenance of internal control systems.
- Familiarity with SWC and NGO registration, renewal, reporting, and compliance procedures will be an added advantage.
- Excellent written and verbal communication skills in both English and Nepali.

Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised, as necessary, to reflect evolving organizational priorities, operational requirements, and the needs of the position.