

Finance Officer for Community Project



Apply here

<https://linkcuts.com/u72vcmut>



Project Location : Chaurjahari, Rukum West, Nepal
Service type : Community development Project
Type of Contract : Yearly contract for three years
Post Level : Mid-level management
Reports to: Finance Manager

Organisation Background:

Human Development and Community Services (HDCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural areas and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for children with special needs and community radio stations. The organisation is aiming to launch a One Health Project in Rukum West. HDCS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform the communities.

HDCS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform communities.

Main Responsibilities:

- Run a finance department effectively by complying with HDCS finance policy.
- Manage local level finances of up to 5 different projects
- Supervise and assist finance staff as necessary.
- Review/reconcile cash (daily) and bank (monthly) and keep the bank cheques safe.
- Review the financial vouchers and ensure the entries are accurate and detailed.
- Timely release of payment to suppliers and reconcile receivables/payables.
- Prepare cash forecast for a period and send it to Headquarters for timely release of funds.
- Process and verify monthly tax.
- Support on internal audit and external statutory audit.
- Prepare timely financial reports (monthly/quarterly/half-yearly/annually).
- Prepare and present relevant financial reports to local authorities and stakeholders.
- Support the Headquarters Finance Staff in finalizing the project finance report.

Other Responsibilities:

- Be responsible for physical verification of project assets including vehicle log sheet.
- Be responsible for administrative and logistic work of the project office with close support from the Admin and HR Manager from Headquarters.
- Any other duties assigned by the line manager.

Qualifications:

- Academic: Minimum Bachelor's or equivalent degree from a recognized University.
- Professional: At least one year of work experience in the field of NGOs/NPOs Project Financial management. Advanced Excel skills with big data management are desirable and knowledge of MoneyWorks accounting software will be an advantage.
- Qualities: Mature, conscientious, self-motivated individual, committed to the HDCS values, able and willing to contribute to developing a sound financial system, and willing to work as a key member of the team.
- Purpose: The purpose of this job is to manage the daily operational financial issues of the project office.