



Functional Title:	Finance Officer – Grants and Contracts
Responsibility Level/Grade:	Officer / Grade 4
Department/Project/PN:	Finance Unit
Work station:	Kathmandu
Incumbent Name:	TBD
Supervisor/Principal Evaluator:	Grants and Sub-Grants Coordinator

JOB SUMMARY

The Finance Officer – Grants and Contracts is a shared position taking responsibility of Budgeting, reporting and financial analysis Function which contributes to overall financial operations in Country Office. This position will report to Coordinator – Grants and Sub-grants and will have a dotted line with Finance officer AP- All Programs. S/he ensures compliance with donor and CARE’s rules and regulation and other relevant policies and procedures for Grants and Reporting as well as for Accounts Payable.

This position will be responsible for donor report preparation, quality and consistency check of the grant and budget related to development/regular grants. The position will also support Grants and Sub-Grants Coordinator for coordinating grants, contracts and budget related matters with donors, CMPs, SSC and CARE USA. This position will ensure that all the expenses are booked into the system on timely manner before closing deadlines and keep close eyes on the grants closing out to make sure that no expenses are left to be booked.

The employee shall fully comply with CARE Policies and Procedure and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Reporting to Donor/CMPs/Budget Holders

- Extract transaction from people soft immediately after month closing and prepare report along with Budget Vs Actual on monthly bases and submit to budget holders for their action along with analysis point.
- Prepare periodic report and submit to Grant & Sub Grant Coordinator for final quality review and submission to donor/CMPs. Flag any issues in the reports.
- Extract transaction and prepare monthly report for Unrestricted and general purpose fund.
- Engage in preparation of invoices and supporting documentation in case of contracts.
- Keep track of fund received from CMPs / donors and reflect in donor reporting.
- Keep updated information on critical information of IPIAs provisions such as using exchange rates, reporting timeline, exchange gain loss etc.



- Prepare report as required by the regulatory bodies like: SWC and any others and submit to FC/G&SGM for review and submission.
- Review SPC, facility cost pools tables to assist SSC on soft close.

R2. Budgeting

- Prepare/Develop cost proposals/budget in coordination with Program Development (PD) and program coordinators.
- Support in highlighting the requirements of RFA and RFP and flag critical requirement.
- Set up of Fund code and PIDs in the system and
- Support in preparation of Board Approved Budget (BAB), Donor Approved budget (DAB), Master Budget in consultation with PMs/TLs/FOs.
- Preparation of budget for project approval with SWC.
- Review and confirmation of the sub grantees budget before signing the sub grant agreements.
- Support and provide relevant information on various budgeting like: SPC for the FY, Pipeline budget provide it to G&SGM and FC as and when needed. Keep track of SPC spending and available balance.
- Work on monthly LOE update and keep in the folder on timely manner.

R3. Fund Management

- Prepare the cash flow forecast by coordinating with procurement and program teams and prepare fund request to donors.
- Ensure Funds are received from Donor in timely manner. Maintain adequate funds for project implementation.
- Keep track of balances and proactively work with SSC for receivable/payable validation

R4. Coordination and collaboration and learning

- Maintain good coordination and collaboration with Finance officer-SGMO of field office and CO to keep of overall spending.
- Maintain good coordination and collaboration with other department/units within field office and CO to make sure that all related matters and delivered on smooth manner.
- Ensure and Promote GED and be GED sensitive in the work on office management administration and logistic work and supervision without any discrimination of ethnicity, cast, gender, religion, language.
- Share learnings on grants and contract management with the colleagues and stakeholders.



R5: Others

- Review of BAMs, IPIAs and donor agreements and facilitate signing and modifications of agreements
- Ensure the soft copies of agreements, reports, important donor communication, audit finding are systematically stored.
- Organize periodic orientation on donor compliances and requirements.
- Circulate the list of charging codes including FC/PID/AID to all staffs.
- Support in achieve gold rating in BCG reporting
- Any other task assigned by supervisor as part of workload management

R6. Upholding CARE’s Core values and ensuring its principles

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Spending authority: NA

Working conditions: Based in Kathmandu with field visit of around 10% of time.

PERSON SPECIFICATION REQUIREMENT

Qualifications and Experience

Bachelor’s degree in Management or a related field with minimum three years of practical experience in finance and accounts.

Knowledge Skills and Competencies

Knowledge of current government's tax policies and labor laws; skill on finance related reporting and auditing; knowledge on financial management and internal control system; knowledge on accounting, auditing system and financial monitoring system; knowledge and experience of small grants management to NGOs and other organizations; communicating and influencing, attention to detail, objectivity and integrity are required. Knowledge and use of PeopleSoft system is required. Strong analytical coordination and communication skills with the ability to engage confidently and accurately.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____