



Functional Title:	Finance Officer – Grants and Contracts
Responsibility Level/Grade:	Officer
Department/Project/PN:	Finance Unit
Workstation:	Kathmandu
Incumbent Name:	To be determined
Supervisor/Principal Evaluator:	Grants and Sub-Grants Specialist/Manager

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 Specialist/Manager – Grants and Sub-grants and will have a dotted line with Finance Manager. 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 Specialist/Manager 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. **Periodically sit together with individual Budget Holder and teach them how to generate monthly BVA from the system.**
- Prepare periodic report and submit to Grant & Sub Grant Manager/Specialist 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.
- Prepare 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.
- 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.
- Support on monthly LOE update and keep in the folder on timely manner.
- Support G&B Manager/Specialist on updating Funding Gap and Master Budget.

R3. Fund Management

- Keep Track of the fund to be received from the donor and make timely request.
- 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. Sub Grant Management

- Prepare/ facilitate the partner funding agreement, checklists, and other agreement to ensure CARE and donor compliance.
- Conduct DDA of partners and prepare tracker to update required information of partners.
- Prepare and update the subgrant dashboard timely.
- Provide orientation to partners to ensure partners are well aware of the standard terms and conditions and policies as required.
- Provide advance to partners and liquidate monthly as assigned.
- Perform review and monitoring of the partners as assigned.



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.
- Communicate with SSC for any award administration related communication.
- Share the list of projects ending and new additions monthly.
- 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 BGC reporting.
- Provide support for audits as and when required.
- 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.

Prior experience in contract management would be a value addition.

Knowledge Skills and Competencies

Knowledge on finance related reporting and auditing and Partner monitoring.
Knowledge and experience of small grants management to NGOs and other organizations.
Communicating and influencing, attention to detail, objectivity and integrity are required.
Strong analytical coordination and communication skills with the ability to engage confidently and accurately.