



Functional Title:	Finance and Sub Grant Officer
Department/Project/PN:	The Mother and Child Wellbeing Partnership Program (MCWPP)
Workstation:	Surkhet
Incumbent's Name:	Vacant
Supervisor/Principal Evaluator/Title:	Finance and Administration Manager
Co-Evaluator/Title:	TBD

BACKGROUND

CARE Nepal is a not-for profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls' leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It draws on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with state agencies, donors, NGOs, civil society organizations, research institutes, private sectors, and also closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The Mother and Child Wellbeing Partnership Program (MCWPP) in Nepal will be implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting six districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. The MCWPP aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. Activities aim to strengthen the health system; improve care and feeding practices; increase household food security; promote food safety and hygiene; and promote women's empowerment and leadership.

JOB SUMMARY

The Finance and Sub Grant Officer is responsible for preparing the annual plan for the monitoring of sub grantees under MCWPP and getting this implemented in close coordination with the supervisor and program team. The incumbent will support the capacity building of the partners' staff and also ensure/certify that the expenditures incurred and charged to the project are in line with the approved budget. Rigorous follow up has to be done to ensure that the areas of improvement/gap identified during monitoring visit have been timely addressed by the management of sub grantee.

The Incumbent is responsible for supporting partner staff on preparation of budget at the time of sub grant agreement process/modification. In addition to that the position will make sure that all liquidations of the sub grantees under the portfolio are entered into the system before the closing deadline and make sure that funds are transferred to the partner on timely manner to smoothen the program implementation.

The employee shall fully comply with the safety and security procedure of CARE and should be accountable for it.



RESPONSIBILITIES AND TASKS:

Enhance the financial management efficiency and capacity of Partner's Organization

- Ensure full implementation of the financial management section of the sub grant agreement at all levels of the partner organization.
- Conduct training for staff as well as partners organization on the many aspects of the financial management including budgeting, advance management, documents required for payments, auditing, and cash management.
- Perform Financial Capacity Assessment of the Partners.
- Make payment related to all program expenditures e.g. purchases, prepayments, travel advance and program advances in timely manner.
- Review and check all the financial documents, bills, agreement, and other supporting document before making administrative and program expenses statements, payments to the staff and other third parties.
- Timely disbursement of payment to the staffs, vendors & partners.
- Ensure compliance with donor's rules and regulations as well as the audit requirements.
- Implement strict internal control system in coordination with the CO.
- Year End Fiscal Year Closing in coordination of CO.
- Maintain confidentiality of administrative and financial information as per CARE policy.
- Perform site visit of partner's organization for further guiding and coaching in the area of financial management efficiency.
- Conduct periodic financial review of partner organizations as per the approved plan and submit the finding and observations report timely to supervisor.
- Prepare the action plan in coordination with partner's senior management and ensure that the partners implement the recommendation.
- Ensure that the partners submit the report in a timely manner in the prescribed format of CARE.
- Ensures adequate communication on donor policies and procedures to all relevant staff of partners.
- Assist Project Manager/ Partner's staff in the preparation of annual budgets and revision for new sub agreement/revision.
- Maintain the partner's database and share this report regularly with the Head office.
- Maintain separate file for each sub grantee and keep all the documents as required by the Sub grant Management policy.
- Flag critical issues of partner to the supervisor/ Grant & Sub grants Manager for Senior Management attention.

Role in people soft

- Ensure that all the entries related to sub grantee's monthly/quarterly liquidation within the portfolio are timely entered into the system considering the closing deadline.
- Ensure that all the information mentioned in the financial report are properly reviewed in line with the programmatic achievements in consultation of the field program staff/budget holder.
- Plan for the fund to be disbursed to the partner and make request to CO accordingly.
- Make entries related to fund request/disbursement to the partner after proper scrutiny of the planned activities so that significant amount will not be kept for longer period in partner's account.
- Perform age analysis of the partner advance within the portfolio and do necessary follow up to collect the money if exceeds the limit.



Periodic follow up

- All the action points out of the monitoring visit should be timely followed up.
- All the action points identified during DDA should be followed up.
- All the action points identified by the program team during the monitoring visit are followed up.

Coordinate and maintain liaison with partners, FO-AP, Budget Holders, Program and Program Support Team

- Build good working relationship with partner 's management and staffs,
- Develop good working relationship with FO-AP under the theme and geography.
- Work closely with Partnership, Sub Grant, and Accountability team in CO.
- Maintain working relationship with Program and Program Support Team.
- Attend thematic meetings.
- Work closely with other thematic Finance Officers.

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.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.

Secondary Responsibilities and Task

Primary responsibilities of other positions/ team members within location/unit will be secondary responsibility for this position. Supervisor/Department head will assign these secondary responsibilities as per the need and priority within the department.

This position also need to establish close collaboration with AP staff within the same location and theme. Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.

Spending authority: NA

Working conditions:

Based in Surkhet with field visits of around 50% of time.

QUALIFICATIONS:

Education:

Bachelor's degree in Accounts, Commerce, Management; or a related field with minimum three years of practical experience in financial monitoring, audit, review, and accounting.



Knowledge Skills and Competencies:

- Knowledge of current government's tax policies and labor laws; skill on finance related reporting and review/auditing.
- Knowledge on financial management and internal control systems; knowledge on accounting, auditing system and financial monitoring system.
- Knowledge and experience of small grants management to NGOs and other organizations
- excellent facilitation skills on financial management training to the partners, communicating and influencing, attention to detail, objectivity and integrity are required.
- Knowledge and use of Pamodzi system is desirable.
- Strong analytical coordination and communication skills with the ability to engage confidently and accurately in English (written and speaking).
- Demonstrates integrity by modeling CARE's values and ethical standards; promotes the mission, vision, and strategic goals of CARE Nepal, exhibits cultural, gender, religion, caste, nationality and age sensitivity and adaptability.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____