



Functional Title:	Finance and Administration Manager
Department/Project/PN	Finance/ The Mother and Child Wellbeing Partnership Program (MCWPP)
Workstation:	Central Office, Kathmandu
Incumbent's Name:	Vacant
Supervisor/Principal Evaluator/Title:	TBD
Co-Evaluator/Title:	Finance Director

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

Finance and Administration Manager at CARE (across IRs), should be responsible for financial management, including cash flow, budgeting, reporting, and compliance with CARE rules and regulations. The Incumbent is responsible for providing focused capacity support to partners and should engage in the domain of MCWPP. The Incumbent needs to be an enthusiastic and proactive team leader and should work closely with Senior Managers in key decision-making and policy formulation. The Incumbent should manage overall grant cycle and contracts with proper records, accurately develop donor report tracking mechanism and ensure timely reporting to regulating bodies, support Sub Grants agreements, DDA, reporting and financial monitoring, enhance productivity of the staffs with proper motivation, development, capacity building and monitoring, upholding CARE's core values and ensuring its principles in the behaviors and programs. The position will be supporting Finance Director in day-to-day financial management, fund management, bookkeeping and day-to-day operations, logistics and procurement. This position will support field level finance and admin officers and ensure all admin function of the project is in line with CARE and donor policy. The secondary roles, duties and responsibilities of this position would be as per the need/priority of mission in consultation with supervisor.

The employee shall fully comply with CARE policies and procedure and should be accountable for it.



KEY RESPONSIBILITIES AND TASKS:

Lead the day-to-day Financial Management and donor reporting

- Ensure day to day financial transactions (AP vouchers) are timely entered and documented as per donor regulations
- Fund management: Ensure funds are timely transferred to all partners of the project
- Timely reporting as per donor guidelines
- Ensure VAT compilation and reporting as per donor regulation
- Focal person for single audit conducted by CARE USA for this project
- Develop donor financial report tracking mechanism to ensure timely reporting
- Review and ensure PeopleSoft generated figures in donor line item mobilizing finance staff available at CO and field
- Review and finalize reporting to regulatory bodies of the GoN like SWC if applicable
- Track the fund request with donor and perform necessarily follow up to ensure sufficient fund availability within the CO
- Ensure all the process relevant for new projects such as IPIA (Individual Program Implementation Agreement) and BAM (Budget Agreement Memorandum) preparation and review, award checklist, AMS coordination, FFATA, DUNS, Fund code /project ID requests, sub-award set up, workflow set up and uploading in PeopleSoft with the help of SSC.
- Coordinate with CI members and CARE-USA to negotiate for finalizing the IPIA.
- Prepare overall organizational operating budget for each fiscal year and support SMT in cost analysis and decision making

Grants and Contracts Management

- Manage overall grant cycle from pre award phase to post award phase with due support of Finance Director and Program team
- Run query reports monthly in Pamodzi, analyze the budget vs expenditure; quality review and circulate to program team and other stakeholders.
- Leads discussions and budget negotiation with support from FinanceDirector with local and consortium partners
- Compile monthly project wise receivables and payables reports, track accuracy of grants and contracts receivable/payable balances and monitor the balance in 190000 for the project
- Ensure and approval of the budget availability of Sub-Grantee before creating new PID and upload in the PeopleSoft
- Update oneself in donor regulations, compliance, and support to orient relevant staff
- Monthly analysis of the shared cost (LOE TABLE) for the budget provision in the respective month for the shared program staffs
- Perform smooth close out of the ended awards as required

Administration

- Ensure procurement plan are prepared (both for goods and services) and coordinate closely with CO team for further process
- Ensure compliance with asset management policy of CARE as well as donor requirements
- Support in developing the operational guideline for the project and ensure smooth implementation of the same across project
- Support local partners in any administrative issues as required
- Support and ensure smooth administration and logistics management of provincial / sub offices and partners



- Focal person for any government liaison specifically on financial and admin issues/compliances
- Any other support the project team may require on administrative issues

Sub Grants agreements, DDA, reporting and Financial Monitoring

- Coordinate with Country Office team in assessing the existing template and processes followed for partner's financial monitoring and develop relevant tools like reporting template, checklist, questionnaire for the monitoring team in line with donor policies
- Review the sub award checklist to ensure accuracy of budget and other financial info and facilitate in sub granting procedure for the project
- Ensure that partners' expenses are liquidated in timely manner and ensure timely disbursement of funds to the partners.
- Support in DDA of the sub grantee and Preparation of sub grant dashboard.
- While developing the tools, ensure that the tools developed by the Award management Solutions (AMS) department are well considered.
- Assist all the team members to finalize the monitoring plan and have it share it to relevant team members along with Director Finance and Administration.
- Carry out the financial monitoring of partners as per the approved plan, perform assessment of the internal control mechanism and finalize report and provide support to SGMO wherever necessary.
- Ensure that close out monitoring visit is completed before the grants close out and all the questioned/disallowed costs if any are adjusted.
- Follow up mechanism should be established (Remotely or site visit) in such a way that all the recommendations/actions determined as a result of the monitoring visit are fully implemented by all partners.
- Provide regular training, as relevant, to the staff of sub grantees and if required mobilize team members for on-the-job training. Support in capacity enhancement of the sub grantees.

Capacity enhancement (team and partner)

- Facilitate APAA of direct reports
- Support staff development and capacity building
- Keep them abreast on current situation and reorient them on new guideline whenever changes occur
- Develop accurate and detailed job descriptions which reflect specific job responsibilities.
- Motivate, train, coach, supervise and mentor staff from time to time to boost their confidence.
- Analyze capacity enhancement need of CARE and Partner team and capacitate them through back up support, coaching, training, interaction, cross learning etc.

Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behavior
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/department.



- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.

Secondary Responsibilities and Task

Primary responsibilities of other positions/ team members within the grants and sub grant monitoring 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.

Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.

Authority:

Spending Authority: NA

Supervision: Direct supervision of Finance, and Sub Grants Officer

Working conditions:

Based in Kathmandu with estimated 30% travel to project implementing districts.

Preferred Qualifications and Experience:

Master's degree in relevant area with at least 5 years of relevant experience in Financial management, Administration including procurement, logistics, risk management, budgeting/budget modifications, negotiation, reporting, audit or financial monitoring function in a development organization. Experience working with donors, understanding of basic donor rules and regulations, internal control mechanisms. Proven people management experience.

Skills and knowledge:

- Required knowledge on budgetary analysis i.e. Budget Vs Actual.
- Excellent knowledge of budgeting principles (especially on contract management) and clear understanding of donor's financial policies, guidelines, rules, regulations, and reporting requirement
- Expert knowledge on audit, review and verification techniques and financial management
- Report writing skill along with basic formatting skill required to prepare report.
- Communication skills including strong verbal and written language skills in both English and Nepali.
- Interpersonal and facilitation skills including working in a team
- Strong coordination, networking, and advocacy skills.
- Computer skills, including knowledge of relevant software e.g. Microsoft office and others

Competencies:

- Analytical thinking – Able to analyze and draw conclusions on the budget and actual data of project.
- Initiative – Deals with situations and issues proactively and persistently.
- Teamwork and People Management – Able to work effectively with other people within a work group



- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact
- Communicating and sharing ideas and information - Able to present findings/recommendation and express opinions confidently.
- Planning and organizing – Able to define work goals and objectives; develop and execute work plans; and contribute to the achievement of work group objectives.

Approved by: _____

Date: _____

Agreed by : _____

Date: _____