



<b>Functional Title:</b>	<b>Finance Officer – Grants and Contracts</b>
<b>Responsibility Level</b>	<b>Officer</b>
<b>Department/Project/PN:</b>	<b>Finance Unit</b>
<b>Workstation:</b>	<b>Kathmandu</b>
<b>Incumbent Name:</b>	<b>Vacant</b>
<b>Supervisor/Principal Evaluator:</b>	<b>Finance Manager- Grants and Budget</b>

## BACKGROUND

CARE Nepal is a non-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 closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

## JOB SUMMARY

Finance Officer – Grants and Contracts is a shared position taking responsibility of award administrations, issuing partner agreement, budgeting, reporting and financial analysis function which contributes to overall financial operations in Country Office. This position will report to Finance Manager – Grants and Budget. The incumbent ensures compliance with the donor and CARE's rules and regulation and other relevant policies and procedures in the partner funding agreement. This position will be responsible for donor report preparation, quality and consistency check of the grant and budget related to regular grants. The position will also support Grants and Budget Manager for coordinating grants, contracts and budget related matters with donors, CMPs, SSC and CARE USA.

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

## RESPONSIBILITIES AND TASKS

### R1. Donor Reporting

- Extract transaction from people soft immediately after month closing and prepare report along with Budget vs. Actual on monthly basis and submit to budget holders for their action along with analysis point. Periodically work together with individual Budget Holder and support them how to generate monthly BVA from the system.
- Prepare periodic report and submit to Grant & Sub Grant Manager for final quality review and submission to donor/CMPs. Flag any issues in the reports.
- Extract transaction and prepare monthly report for Unrestricted funds.



- Engage in the 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. Partner 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 sub grant dashboard timely.
- Provide orientation to partners to ensure partners are 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.

## **R3. 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 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 Finance Manager- Grants and Budget on updating Funding Gap and Master Budget.

## **R4. Award administration and Coordination among departments**

- Review of BAMS, IPIAs and donor agreements and facilitate signing and modifications of agreements.
- Communicate with SSC for any award administration related items.
- 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.
- Keep Track of the fund received from the donor and make timely request.



- Proactively work with SSC for receivable/payable validation.

**R5: Others**

- Ensure the soft copies of agreements, reports, important donor communication, audit findings are systematically archived.
- 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.**

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion in programming and behaviors.
- 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.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles.

**Spending authority: NA**

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

**PERSON SPECIFICATION REQUIREMENT**

**Qualifications and Experience**

- Bachelor's degree in management or a related field with a minimum of three years of practical experience in finance and accounts.
- Prior experience in contract management would be a value addition.
- Knowledge Skills and Competencies
- Good command on Ms-Excel, Outlook and other Office packages.
- Maintain effective working relationships in multicultural environment.
- Knowledge on finance related reporting and auditing and Partner monitoring.
- 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.
- Attention to detail, objectivity and integrity are required.



- Willing to work flexibly, to manage varying competing priorities, meet strict deadlines under self-initiation. Experience in cost proposal budgeting to produce quality budget are desired.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_