



<b>Functional Title</b>	:	<b>Finance and Sub Grants Specialist</b>
<b>Responsibility Level/Grade</b>	:	<b>Madhesh Province</b>
<b>Department/Project</b>	:	<b>Finance and Program Support</b>
<b>Workstation</b>	:	<b>Madhesh Province with occasional field visits</b>
<b>Incumbent Name</b>	:	<b>TBD</b>
<b>Supervisor/Principal Evaluator/Title</b>	:	<b>Lead- Education and Skills</b>
<b>Dotted Line Manager</b>	:	<b>Finance Manager- Grants and Budget</b>

**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 SOAR (Udaan) program in Nepal is an education and adolescent empowerment initiative designed to address the large number of out-of-school children and the persistent barriers that prevent adolescent girls from completing their education. Nepal faces deep structural challenges including poverty, early marriage, gender inequality, weak school infrastructure, and limited education system capacity, resulting in hundreds of thousands of children being out of school and many more at risk of dropping out. In response, the program provides accelerated learning opportunities through community-based and school-linked Accelerated Learning Centers (ALCs), which deliver a condensed, government-approved curriculum to help out-of-school adolescents catch up and either re-enter formal education or transition into vocational and livelihood pathways in Rautahat, Sarlahi, Mahottari and Dhanusha districts of Madhesh province.

**JOB SUMMARY**

The Finance and Sub Grants Specialist under direct supervision of Project Manager is responsible for leading day-to-day financial operations, spending, and local partner management in Madhesh Province. The incumbent is responsible for preparing the annual plan for the monitoring of partner, budgets, modifications, financial reporting, partner management, financial monitoring, capacity building of partners in close coordination with the Country Office(CO) Grants team, project manager and field team. The employee shall fully comply with CARE policies and procedures and should be accountable for it, upholding CARE’s core values and ensuring its principles in the behaviors and programs. Local candidates will be given priority and encouraged to apply.

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



**RESPONSIBILITIES AND TASKS:**

**R1. Grants and Subgrants Management**

- Coordinate grants and subgrants processes including planning, implementation, monitoring and close-out.
- Support project manager to prepare detailed implementation plan, amendments and review of partner agreements
- Support timely submission of deliverables and reporting and adherence to grant timelines
- Support Project Manager/ Partner's staff in the preparation of partner funding agreement and budget and modifications
- Support CO grants team to ensure LOE budget are adequate and provide periodic analysis on budget utilization
- Maintain grant files, trackers, and documentation in the share point

**R2. Partner Monitoring, Compliance & Capacity Building**

- Conduct due diligence, risk assessments, and partner selection processes
- Monitor partner for compliance with donor rules and contractual obligations
- Prepare capacity building plan and provide periodic update to the project manager and CO grants team
- Perform site visits to partners' organizations for mentoring, guidance, and coaching in the area of financial management to ensure efficiency and compliance review
- Provide coaching and critical feedback to partner on financial reporting
- Conduct monitoring visits and follow up on findings
- Facilitate auditors and SWC evaluators visiting the field office and appropriate documents are provided on timely manner
- Provide orientation and guidance to partners on compliance and reporting requirements

**R3. Financial Oversight & Reporting**

- Work with CO grants team to track budgets, expenditures, and burn rates
- Review partner financial reports and expenditures before submitting for the liquidation
- Ensure compliance with the donor's rules, tax regulation and accounting principles.
- Ensure that all the entries related to partner monthly liquidation within the portfolio are timely entered into the system considering the closing deadline.
- Support preparation of donor financial reports and audits
- Ensure compliance with internal controls and donor financial regulations
- Monthly tracking of advances and ensure that advances are settled timely
- Represent finance in all meetings at field office and coach program and non-program staffs on various finance related matters.

**R4. Support in People Soft management**

- Support AP Global team to enter partners' monthly liquidation within the portfolio in a timely manner into the system considering the soft closing deadline.
- Support CO Finance team in reconciliation and review of field related transactions.
- Review petty cash payment and ensure appropriate documentation of all payments at field level



**R5. Coordination**

- Facilitate communication between program, finance, and partners at field level.
- Contribute to process improvements and knowledge management and archiving at partner and CARE
- Awareness to all partner staff, program participants and other stakeholders to report any incident related to fraud, corruption, and/or violation of financial policies immediately
- Proactive in identifying and communicating field-level finance and subgrants issues to the CO, ensuring timely resolution and informed decision-making
- Overall coordination and oversight of financial and operations management at Madhesh- field office and CO.

**R6. 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 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.
- 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:** Madhesh with occasional field movement.

**PERSON SPECIFICATION REQUIREMENTS**

**Qualifications and Experience**

- Master’s Degree in Accounts, Commerce, Management, Administration; or a related field with minimum 3 years of practical experience in financial management, internal control system strengthening, review and analysis, local partner monitoring and management.

**Knowledge Skills and Competencies**

- Knowledge of budgetary analysis i.e., Budget Vs Actual.
- Knowledge of Accounting & Financial Reporting (GAAP awareness)
- Knowledge of complex donor financial policies, guidelines, rules, regulations, and reporting requirements.
- Knowledge of audit, review, and verification techniques.
- Report writing skills along with basic formatting skills.
- Communication skills including strong verbal and written language skills in both English and Nepali. Understanding of the local language will be value added.
- Interpersonal and facilitation skills.
- Strong coordination, networking, and advocacy skills.
- Knowledge of relevant software e.g., Microsoft office, excel and others.
- Basic skills to use AI-assisted Productivity Tools



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

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

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

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