



JOB DESCRIPTION

Functional Title	:	Finance Officer-Accounts Payable
Responsibility Level	:	Officer
Department	:	Finance and Program Support
Workstation	:	Kathmandu
Incumbent's Name	:	To Be Determined
Supervisor/Principal	:	Finance Manager- AP and Payroll

JOB SUMMARY

The Finance Officer is responsible for ensuring accurate, timely, and compliant financial operations of the organization. The position will primarily manage Kathmandu-based operations and undertake field visits approximately 20% of the time, as required. The position will serve as the primary backup for the Accounts Payable (AP) module in PeopleSoft. It manages day-to-day accounting activities, including accounts payable, providing support on payroll management, tax compliance, bank and account reconciliations, and treasury and cash-flow management. The role ensures proper financial documentation, adherence to internal policies and applicable statutory requirements, and effective financial controls. The Finance Officer also supports month-end and year-end closing activities in coordination with the Shared Service Centre (SSC) and relevant units/departments, as well as audits and account-code reconciliations, by providing accurate and timely financial information to management. The position is expected to identify and resolve financial discrepancies, maintain financial integrity and confidentiality, and contribute to efficient and well-controlled financial operations.

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

KEY RESPONSIBILITIES AND TASKS:

R1. Documents review and submit the payment document to the Global AP team

- Quality review of the financial documents received for payment processing.
- Review and check all the financial documents, bills, agreement and other supporting documents before sending them to the Global AP team.
- Work closely with the SSC Global AP team for the accounts payable and payment matters.
- Record log of payment documents received in finance from the procurement and administration team.
- Ensure Accounts payable and General Ledger entries are done for all transactions relating to all fund codes.
- Ensure that all the CARE's policies and procedures are strictly followed while making payments to the staff, vendors, and other third parties

R2. Soft Close Hard Close Functions of CARE Nepal

- Facilitate the soft close and hard close function of CARE Nepal on a timely manner.
- Closely work in coordination with SSC and with various departments for the month end closing process.
- Facilitate the year-end process in a timely manner for AP and treasury functions.

R3. Facilitate maintaining bank balance, bank statements submission and reconciliation

- Generate e-copy of all bank statements and forward to SSC on monthly basis.
- Support to SSC on CO based bank reconciliation on monthly basis.



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- Ensure that check signatories who have left the organization are immediately requested for removal, ensure that the signatory limits are followed while issuing the check, checks are stored and handled safely.
- Timely Processing of all the payments through S2B & STP.
- Maintain optimum cash balance in bank.

R4. Timesheet completion, and support on payroll management

- Ensure timely completion of Timesheets. A timely follow-up to ensure all staff timesheets are approved in the system.
- Update project codes/default codes to staff's timesheet as per LOE.
- Prepare the salary TDS, CIT & SSF deposit of the staff each month.
- Calculate the final payment for the separated staff.

R5. Account code reconciliation

- Reconciliation of account code on a monthly basis.
- Provide up-to-date information to the supervisor to take necessary action to clear backlogs.
- Aging analysis of advance account code to clear the long-time pending balance and timely liquidation.

R6. Tax Management & Facilitate timely project audit, statutory audit and tax audit

- Ensure that all the taxes are being withheld and timely deposited in IRD as per income tax act 2058.
- Upload tax records in the online system of Inland Revenue Department
- Dealing TDS, CIT and SSF deposit of staff.
- Facilitate audit and closely work with audit team to timely completion of Audit.
- Provide required documents/ sample vouchers to the auditors.

R7. Upholding CARE's Core values and ensuring its principles.

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- 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.

PERSON SPECIFICATION REQUIREMENTS:

Qualifications and Experience

- Bachelor's degree in management with a minimum of 3 years of relevant practical experience in Finance and Accounts.
- Relevant experience in a similar sector, with hands-on experience in Accounts Payable, Payroll and Tax Management, and Treasury Management.
- Experience in the same or related sector will be preferred.
- Advanced Excel training and training in tax compliance will be an advantage.



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Knowledge Skills and Competencies

- Good knowledge of financial and accounting procedures, including payments, payroll, taxation, treasury management, and financial reporting.
- Sound understanding of applicable financial policies, regulations, and compliance requirements.
- Strong analytical and interpolative skills, with the ability to assess situations, identify appropriate solutions, and exercise sound professional judgment.
- Good problem-solving skills and practical experience in resolving financial discrepancies, payroll and tax issues, and cash-flow priorities.
- Tactfulness and excellent interpersonal skills, with the ability to coordinate effectively with internal and external stakeholders.
- Proficient in Microsoft Office applications, particularly Excel, and relevant financial/accounting software.
- Excellent communication skills, both written and verbal, in English and Nepali.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____