



JOB DESCRIPTION

Functional Title	:	Finance and Subgrants Officer
Responsibility Level	:	Officer
Department	:	Finance and Program Support
Project	:	Nurture- Every Future/Poshan
Workstation	:	Madhesh Province
Incumbent's Name	:	To Be Determined
Supervisor/Principal	:	Finance and Admin Manager

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 closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The Nurture Every Future- Poshan is being implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting nine districts with high rates of malnutrition and poor health and nutrition outcomes. The Nurture Every Future - Poshan aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. The interventions aim to strengthen the capacity for health and nutrition services, 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 will be responsible for ensuring effective financial management, compliance, and oversight of sub-grants in accordance with organizational policies, donor regulations, and statutory requirements. The position supports the planning, budgeting, implementation, monitoring, and financial reporting of sub-grants while ensuring that project expenditures are aligned with approved budgets and grant agreements.

The role strengthens partners' financial management capacity through regular coaching, financial reviews, compliance monitoring, and technical support, while ensuring timely resolution of identified gaps and promoting accountability and sound stewardship of project resources. The incumbent will coordinate with program and finance teams to facilitate timely fund disbursements, budget revisions, liquidation processing, and accurate financial record-keeping to support efficient project implementation. In addition, the incumbent is responsible for processing accounting transactions related to CARE offices and staff, ensuring compliance with internal controls and financial procedures. The employee is expected to fully comply with CARE's safety and security policies and remain accountable for their implementation.

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

KEY RESPONSIBILITIES AND TASKS:**R1. Sub-Grant Financial Management and Compliance**

- Manage the financial administration of sub-grants throughout the grant lifecycle, ensuring compliance with organizational policies, donor regulations, grant agreements, and applicable statutory requirements.
- Ensure effective implementation of financial management provisions outlined in sub-grant agreements.
- Review and verify partner financial reports, expenditure statements, invoices, agreements, payment requests, and supporting documentation for completeness, accuracy, eligibility, and compliance.
- Monitor partner fund utilization and ensure timely liquidation of advances in accordance with organizational policies.
- Conduct advance aging analysis and follow up on outstanding advances to minimize financial risks.
- Maintain complete, accurate, and audit-ready financial records for all assigned sub-grants in accordance with the Sub-Grant Management Policy.
- Support month-end and fiscal year-end financial closing activities in coordination with the Finance and Sub grant officer at Surkhet and Country office Finance team.
- Maintain confidentiality of financial and administrative information and ensure compliance with internal control requirements.

R2. Partner Financial Capacity Strengthening

- Conduct financial capacity assessments of partner organizations using different tools.
- Develop and implement partner capacity strengthening plans based on assessment findings.
- Facilitate training and on-the-job coaching for partner staff on financial management, budgeting, financial reporting, cash management, supporting documentation, donor compliance, and internal controls.
- Provide continuous technical support to strengthen partners' financial systems, accountability mechanisms, and compliance practices.

R3. Financial Monitoring, Compliance, and Risk Management

- Conduct regular financial monitoring visits to partner organizations to assess compliance with financial policies, donor requirements, and grant agreements.
- Review accounting records, financial systems, internal controls, and supporting documentation during monitoring visits.
- Prepare monitoring reports highlighting findings, recommendations, agreed action plans, and follow-up requirements.
- Monitor implementation of corrective actions and provide technical support to address identified gaps.
- Escalate significant financial, compliance, or operational risks to the Finance & Admin Manager for timely action.
- Support implementation of organizational risk management and internal control systems.
- Ensure financial close-out monitoring is completed before grant closure and that all outstanding issues, including ineligible or disallowed costs, are resolved.

R4. Budget Management and Financial Reporting

- Support Finance & Admin Manager and partner organizations in preparing annual budgets, budget revisions, financial forecasts, and sub-grant budgets.
- Review partner financial reports to ensure accuracy, eligibility of expenditures, budget compliance, and consistency with program implementation.
- Ensure timely submission and review of partner financial reports in the prescribed formats.
- Coordinate with Finance and Sub grants officer at Surkhet, program teams and budget holders to monitor financial performance against implementation progress including on partner fund requirements, cash forecasting, and payment scheduling.
- Maintain an updated database of partner budgets, sub-grants, reporting schedules, fund utilization, and financial status

R5. Documents review, data entry in PeopleSoft

- Review payment documents, agreements, invoices, bills, and supporting documentation prior to payment processing to ensure completeness and compliance.
- Process payments related to project implementation, including procurement, travel advances, program advances, consultant payments, vendor payments, and partner disbursements in close coordination with Finance and Subgrants Officer and Admin & Logistic Officer at Surkhet and SSC ensuring that all monthly expenses are accurately recorded before the month-end closing.
- Ensure timely recording of Accounts Payable, General Ledger, and other financial transactions in PeopleSoft (ERP) in accordance with organizational procedures.
- Enter partner financial transactions, liquidations, and expenditure reports into the ERP system within established deadlines and in coordination with the Global Accounts Payable Team.
- Maintain payment tracking logs and ensure timely processing of financial documents to avoid delays, penalties, or compliance risks.
- Monitor the accuracy and completeness of financial data maintained in the ERP system.

R5. Other responsibilities

- Build and maintain effective working relationships with partner organizations to strengthen financial stewardship, compliance, and accountability.
- Coordinate closely with Program, Finance, Grants, Partnership, Procurement, and Operations teams to ensure efficient financial management.
- Participate in coordination meetings, project review meetings, and other organizational forums as required.
- Communicate donor regulations, financial procedures, and compliance requirements effectively to partner organizations and internal stakeholders
- Promote gender equality, diversity, inclusion, transparency, and responsible stewardship of organizational resources.
- Support partner organizations in understanding safeguarding standards, reporting mechanisms, feedback channels, and ethical conduct.
- Ensure all financial processes are carried out with integrity, fairness, transparency, and accountability.

- Provide technical and operational support to finance, grants, and sub-grant management functions as assigned.
- Collaborate with Finance and Sub-Grant Officers across operational areas to promote consistency and continuous improvement in financial management practices.
- Perform any other duties assigned by the line manager in line with organizational priorities

R6. 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 accounting, Commerce, Finance, Business Administration, Management, or a related discipline
- A higher academic qualification, such as a master's degree, combined with relevant practical experience in financial management, accounting, financial monitoring, auditing, or grants management.
- At least 3 years of progressively responsible experience in finance, budgeting, accounting, grants, or sub-grant monitoring within an INGO environment.
- 5 years of progressively responsible experience in finance, accounting, grants, or sub-grant management within an NGO/INGO environment with certification course for the relevant field is desirable.
- Donor compliance and financial reporting
- Partner financial capacity strengthening
- Analytical thinking and problem-solving
- Report writing and documentation
- Communication, facilitation, and interpersonal skills
- Planning, coordination, and organizational skills

Knowledge Skills and Competencies

- Strong analytical and critical thinking skills.
- Sound judgment and ability to make appropriate decisions.
- Ability to adapt to changing situations and emerging challenges.
- Strong coordination and collaboration skills with partners and project teams.
- Ability to assess issues from multiple perspectives and identify practical solutions.
- Ability to manage competing priorities and deliver results within timelines.
- Strong problem-solving skills to address unforeseen implementation challenges.



JOB DESCRIPTION

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: _____