



JOB DESCRIPTION

Functional Title	:	Finance and Subgrants Officer
Responsibility Level	:	Officer
Department	:	Finance and Program Support
Workstation	:	Kathmandu
Incumbent's Name	:	To Be Determined
Supervisor/Principal	:	Finance Manager- Grants and Budget

JOB SUMMARY

The position is responsible for overseeing the effective financial and compliance management of subgrants within the assigned portfolio. This includes developing and implementing an annual partner monitoring plan in close coordination with the supervisor and Grants & Subgrants Manager; conducting regular monitoring visits; and ensuring timely follow-up on identified risks, gaps, and capacity-building needs. The incumbent supports partners throughout the subgrant lifecycle by providing guidance on budget preparation, agreement modifications, financial management, and compliance requirements. The role also reviews and recommends partner expenditures against approved budgets, ensures timely processing and recording of partner liquidations within organizational deadlines, and coordinates the timely transfer of funds to support uninterrupted program implementation. Through continuous engagement and technical support, the position strengthens partner capacity and promotes accountability, compliance, and effective stewardship of donor resources.

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

KEY RESPONSIBILITIES AND TASKS:

R1. Partner Monitoring, Compliance & Capacity Building of Partners

- Conduct due diligence, risk assessments, and partner selection processes
- Prepare partner monitoring and capacity building plan and provide periodic update to the project managers and CO grants team
- Conduct partner monitoring and site visits to assess compliance, provide mentoring and technical support on financial management, and follow up on agreed action points and findings.
- Provide orientation and guidance to partners on compliance and reporting requirements and critical feedback to partner
- Work closely with partner teams to assess financial management gaps and implement capacity-strengthening initiatives to enhance compliance, accountability, and financial stewardship.
- Facilitate auditors and SWC evaluators visiting the field office and appropriate documents are provided on timely manner
- Follow up on action plans and recommendation identified in various audit (internal, external, HQ etc.) and desk reviews and monitoring with partner for timely implementation.

R2. Grants & 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 provide periodic analysis on Donor approved budget and updates in People Soft.
- Maintain archives of subgrants files, trackers, and documentation in the share point.

R3. Financial Oversight & Reporting

- Review partner financial reports and expenditure, backed by liquidation checklists for budget holders to review the expense.
- Ensure compliance with the government, donor's rules, tax regulation and accounting principles while managing partner portfolio
- Support grants team in preparation of donor financial reports and audits ensuring compliance with internal controls and donor financial regulations
- Monthly tracking of partner advances and review ageing reports ensure that advances are settled timely
- Support Finance team to meet CO KPIs and awards management KPIs.

R4. Support in People Soft management

- Ensure the financial reports are timely reviewed,
- Support AP Global team to enter partners' monthly liquidation in a timely manner into the system considering the soft closing deadline.
- Support CO Finance team in reconciliation of partner related transactions.

R5. Coordination with Program team and CO finance unit

- 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 management at partners' 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, 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.



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- 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 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.
- Experience in development sector in finance and subgrants management will be an advantage.

Knowledge Skills and Competencies

- Knowledge of budgetary analysis, including Budget vs. Actual.
- Sound knowledge of accounting and financial reporting, with awareness of GAAP.
- Knowledge of donor financial policies, guidelines, regulations, and reporting requirements.
- Knowledge of audit, review, and financial verification techniques.
- Good knowledge of financial management, compliance, and partner/subgrant financial management.
- Strong analytical, problem-solving, and decision-making skills, with the ability to adapt to different situations.
- Ability to manage multiple priorities and coordinate effectively with partners and stakeholders.
- Strong report writing, communication, interpersonal, facilitation, networking, and coordination skills.
- Proficient in Microsoft Office, particularly Excel, and other relevant financial software.
- Basic skills in using AI-assisted productivity tools.
- Strong understanding of financial planning, management, reporting, organizational finance policies, compliance, and partner financial monitoring

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: _____