

**HELVETAS**

Together for a better world

NEPAL

## Vacancy Announcement

Elam Plus/ Helvetas Nepal has been working in Kailali and Kanchanpur (far west region) for promotion and up scaling of income, employment and enterprising (IEE) activities. Elam Plus Helvetas Nepal invites application from qualified and experienced Nepali citizens for the following position:

**Position: Finance and Admin Officer- one**

**Duty station:** Elam Plus/Helvetas Nepal, Dhangadi, Kailali

**Responsibilities:**

- Prepare annual budget, Yearly Plan of Operation (YPO) close consultation with Team Leader
- Prepare periodic financial statement, financial plan & financial report
- Ensure the internal control system & timely settlement of advance by preparing monthly statement
- Monitor budget & exercise budgetary control, facilitate & support audit, prepare the annual financial audit report
- Incorporate cross cutting theme (Gender & social inclusion, HIV Aids, public audit, Disaster Risk Reduction, Peace) while preparing the budget
- Handle cash & Bank transactions and other correspondence with banks
- Ensure the efficient daily administration of Elam Plus/Helvetas Nepal
- Maintain personnel files, leave records and others personnel administration
- Manage logistic & administrative support of project
- Ensure timely payment mechanism to the suppliers and service providers as Helvetas rules & package of service providers
- Maintain the good coordination among the project team members
- Maintain & update the function of ITC network of the project

**Qualification & Competencies:**

- Bachelor's Degree (prefer to Master Degree) in Finance, Accounting, Business Administration or related field
- At least four years of work experience of project administration and financial planning, budgeting, monitoring & fund management
- High level of financial discipline
- Understanding of conflict sensitive program management
- Result oriented ability to handle multiple tasks and maintain deadlines and a good team player
- Excellent inter personal communication
- Fluency in Nepali and English, both written and oral
- Excellent in the use of computer applications like spared sheet, word and power point

**Duration:** One year, with possible extension upon satisfactory performance

**Benefits:** As per the rules and regulations of Helvetas Nepal

**Deadline:** 31 March, 2010

**Application Procedure:** Qualified candidates, who meet the above requirements, are requested to send cover letter, updated CV with passport size photograph, contact telephone number, names and address of two referees to the following address: Elam Plus/Helvetas, GPO Boz 44, Dhangadi, Kailali.  
*Email: elamplus@helvetas.org.np*

Telephone enquires will not be entertained. Only short-listed candidates will be contacted for interview. Elam Plus/Helvetas Nepal reserves the right to reject any or all applications.

Helvetas Nepal promotes workforce diversity and applies positive discrimination to women and candidates from Dalit, Janajati, Madhes/Terai, and other minority communities.

4 by 16 cm

# Elam Plus/Helvetas Nepal, Dhangadi, Kailali

## Job Description

**Job Title:** Finance and Admin Officer  
**Location:** Elam Plus/ Helvetas , Dhangadi, Kailali  
**Reporting to:** Team Leader  
**Job purpose:** Responsible for all the matters related to financial and administration of the assigned task.

### Duties and responsibilities:

The incumbent will be responsible for:

#### Accounting and financial management

- Ensure implementation of Helvetas Nepal financial, administrative and personnel policies and procedures in maintaining day to day records of all financial transactions.
- Prepare annual budget, Yearly Plan of Operation (YPO) in close consultation with Team Leader
- Prepare periodic financial statement, financial plan & financial report
- Monitor budget & exercise budgetary control, facilitate & support audit, prepare annual financial audit report.
- Prepare payment and adjustment vouchers and post into accounting system.
- Handle cash and bank transactions including preparation of checks, bank transfer requests and other correspondence with banks.
- Maintain personnel files, leave records and others personnel administration.
- Ensure timely payment mechanism to the suppliers and service providers as Helvetas rules & package of service providers
- Manage logistic & administrative support of project
- Incorporate cross cutting theme (Gender & social inclusion, HIV Aids, public audit, Disaster Risk Reduction, Peace) while preparing the budget.
- Maintain the good coordination among the project team member
- Maintain & update the function of ITC network of the project.

#### Administration

- Keep record of water, electricity, telephone and fax bills and arranges for timely payment
- Keep record of Office Vehicles, expenses and maintenance.
- Other administrative functions as required.

**Qualification & Competencies:**

**a. Minimum Education Attainment**

- Bachelor's Degree (Prefer to Master Degree) in Finance, Accounting, Business Administration or related field.

**b. Minimum Professional Experience and Competency**

- At least four years of work experience of project administration and financial planning, budgeting, monitoring & fund management.
- High level of financial discipline
- Understanding of conflict sensitive program management.
- Result oriented ability to handle multiple tasks and maintain deadlines and a good team player.
- Good understanding of issues related to gender, social equity and poverty alleviation and governance
- Excellent inter personal communication
- Fluency in Nepali and English, both written and oral
- Excellent in the use of computer applications like spared sheet, word and power point

**Revision:** This ToR is subject to revision as and when need arises.

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(Name: )

The Employees

Date:

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(Name: )

Team Leader, Elam Plus/Helvetas

Date: