

Terms of Reference

Post title: Finance Associate

Duration: One year with possible extension

Duty Station: National Centre for AIDS and STD Control (NCASC), Kathmandu

Duties and Responsibilities

Under the overall guidance and supervision of the director of NEASC, the Finance Associate will perform the following tasks.

- Prepare vouchers and process payments for all the financial transactions done.
- Maintain complete sets of books of account according to the principles of accounting and update it on a daily basis.
- Support Finance Officer in keeping complete personnel files and records such as leave record, attendance record, service contract etc.
- Liaise with the Service Delivery Points for timely submission of financial reports and supporting documents to support expenditure at that level and review financial reports and supporting documents.
- Support AFO in maintaining vehicle log book, inventory of office supplies and put in place proper internal control system.
- Support AFO in keeping records of Non Expendable Equipment(NEE), conduct physical verification at least once a year and prepare report on annual physical verifications of NEE.
- Take follow up measures on audit findings.
- Keep abreast of the financial regulations of the Government regarding the taxation and ensure the compliance.
- Conduct periodic field monitoring visits to ensure the financial management system in place in the field offices.
- Provide orientations and training as appropriate field based staff in the area of finance and administration.
- Measure all correspondence related to administration and finance.
- Ensure the maintenance of a filing system and all reports on documentation on Programme.
- Perform other duties as assigned by supervisors.

Work Experiences and Competencies:

Bachelor degree in Commerce/ Management is must. MBA is preferred.

Work Experiences and Competencies:

- At least three years hand's on experience in finance and administration with development programme or government sector or NGO sector;
- sound knowledge of financial accounting and reporting and exposure to programme administration
- Thorough understanding of government financial system
- Excellent computer skills (Word, Excel) and accounting software
- Knowledge of government health system desirable

Language Requirements:

- Excellent command of English and Nepali languages (written & spoken).