

Terms of Reference (ToR) – Admin and Finance Officer

Organization: Women Rehabilitation Center (WOREC)

Position: Admin and Finance Officer

Location: Based in Kathmandu

Duration: 1 year, extendable

Reporting: Senior Finance Coordinator

Objective:

The Admin and Finance Officer will be responsible for managing and overseeing the financial and administrative functions of WOREC. This role involves maintaining accurate financial records, preparing financial reports, and ensuring compliance with organizational policies and relevant regulations.

Key Responsibilities:

Financial Management:

- Maintain accurate financial records and ledgers.
- Prepare monthly, quarterly, and annual financial reports.
- Monitor budget implementation and provide regular financial updates.
- Preparing donor reports and submit within the deadlines
- Regular meeting with program coordinators and field staff and support for the proper financial documentation complying with the financial policy
- Provide financial orientations to the staffs as per need.

Budgeting:

- Assist in the preparation of the annual budget.
- Monitor budget utilization and provide recommendations for adjustments as needed.

Cash Management:

- Manage cash flow and ensure timely disbursement of funds.
- Monitor bank transactions and reconcile accounts regularly.

Financial Compliance:

- Ensure compliance with donor requirements and organizational financial policies.
- Coordinate and support audits, both internal and external.

Administrative Support:

- Oversee general administrative functions.

- Maintain office supplies and equipment.
- Assist in organizing meetings and events.

Documentation and Reporting:

- Maintain proper documentation of financial transactions.
- Prepare and submit timely financial reports to relevant stakeholders.

Qualifications and Experience:

- Proven experience in financial management and administration.
- Familiarity with donor reporting requirements.
- Strong analytical and organizational skills.
- Excellent communication and interpersonal skills.
- Bachelor's Degree in business administration or related field with at least 3 years of experience in the same position.
- Excellent accounting knowledge, including tax, VAT, and other provisions.
- Thorough understanding of GoN rules and regulations.
- Familiarity with program budgets and reporting.
- Proficiency in accounting software packages, preferably ERP Tally.
- Ability to manage multiple tasks with minimal supervision.
- Ability to work effectively under pressure while maintaining confidentiality.
- Ability to establish a positive working environment and lead a team.

Application Process:

- WOREC Nepal strongly encourages women, candidates from Dalit/Janjati communities, and sexual minorities to apply.
- Qualified candidates should submit a cover letter detailing their experience and motivation for the position, along with an updated CV to vacancy@worecnepal.org by March 27, 2024.
- Applications without a cover letter and CV will not be considered.
- Please mention the position name in the email subject line.
- Only shortlisted candidates will be contacted for further assessments; no telephone calls will be entertained.
- For details, visit: <http://worecnepal.org/career>