

## **Annex I: Term of Reference**

**Title: Admin and Finance Assistant**

**Station:** PMISC, Biratnagar

**Reports To:** AHRO & FO

**Qualifications and experience:** The assistant will have a Bachelor's degree in management, finance or accounting management or any related field. She/he should have at least two years of experience.

### **Administration:**

- Assist in updating the stock of expendable goods,
- Check and update fixed assets assigned to cluster office as well as PMISC,
- Checked fixed assets labels and label it in collaboration with AHRO,
- Archive outgoing staff files,
- Maintain personnel files,
- Assist in filing documents and arrange in sequence order,
- Check logbooks of all bikes and vehicles and prepare a summary of it,
- Support on any other tasks as assigned by AHRO.

### **Finance:**

- Check and prepare the calculation sheet of expenditures submitted for the settlement of travel/program advances,
- Ensure compliance of TDS and VAT laws of Nepal, HR policy and procurement policy of SIP during preparation of settlement of claims,
- Fille the finance payment vouchers and other finance related files with appropriate office filing system,
- Handle petty cash with ensuring the balances are reconciled and prepare expenses sheet,
- Prepare monthly bank reconciliation statement of NPR and CHF accounts,
- Support to draft financial management correspondence,
- Support on any other tasks as assigned by Finance Officer.

