

**Title: Financial Management Specialist**

**Station:** PMISC, Biratnagar with travel to Cluster offices, Palikas and sites as and when required.

**Reports to:** Team Leader

**Qualifications and experience:** The Financial Management Specialist shall have a certified qualification in chartered accounting. S/he shall have at least 7 years' experience of working for a medium to large organisation, with experience in managing finance and accounting. Having worked in an international organization will be a distinct advantage. S/he shall have very good written and spoken English.

The Financial Management Specialist will be responsible for overall financial management of all activities managed in a transparent manner, based on the respective institutional rules and regulations. Under the overall guidance and supervision of the Team Leader/Project Manager.

**Responsibilities:**

- i. Financial forecasting, budgeting, monitoring and supervision of the overall financial system.
- ii. Manage the Swiss Grant to the Government of Nepal with the responsibility for accounting and reporting, follow the standard government cash-based accounting system established by FCGO, including the operation of a programme account, financial disbursement.
- iii. Receive and keep track of the Programme audit reports from OAG of each Palika and report to SDC. Follow up on the audit remarks.
- iv. Develop operational guidelines on project financial matters using Government procedures and SDC requirements detailed in the Mandate Agreement;
- v. Review financial data and prepare monthly and annual reports and report the same to the Programme Manager and Team Leader;
- vi. Report the SDC funds disbursement and expenditure status of Palikas on a quarterly basis; Share this during the program team meeting;
- vii. Ensure an effective internal control system (ICS) conforming to SDC principles;
- viii. Work closely with PMSSS in preparing the annual budget and for financial reporting including Funds Flow Analysis.
- ix. Under the supervision of the team leader and with approval of SDC, responsible for processing the procurement of vehicles and office equipment/furniture as well as the management of office operation cost;
- x. Develop various financial forms as required;
- xi. Maintain financial discipline within the PMISC and Cluster Offices;
- xii. Countersign and approve vouchers / expenses with Team Leader;
- xiii. Supervise petty cash management;
- xiv. Salary/benefits, allowances and financial advance management of all locally employed staff;
- xv. Adhere to any instructions in regard to financial rules and regulations of the organization including SDC and GoN;

- xvi. Maintain up to date accounts of all transactions with adherence to Financial policy, Nepal Accounting Standard (NAS) and International Accounting Standard (IAS), in a transparent manner;
- xvii. Manage PMISC bank accounts; Countersign cheques;
- xviii. Prepare and update bank reconciliation statements on a monthly basis;
- xix. Proper management of Income Tax and Value Added Tax (VAT), including reclaiming VAT on a regular basis;
- xx. Monitor the day-to-day financial operations within the company, such as payroll, payment to vendor, and other transactions as per GoN, SDC and TA providing Institution's financial rules);
- xxi. Reconciliation of Palika Consolidated Accounts on a periodic basis, with required visits to the field;
- xxii. Ensure the transparent and competitive procurement of goods and services at all times;
- xxiii. Advise procurement committee on issues of finance as requested;
- xxiv. Financial closing and management of accounts.
- xxv. Support Palikas to maintain uniform financial accounts for each schemes;
- xxvi. In the context of the above, assist the PSUs in establishing a regular collection system of transaction documents, arranging data entry into a computerized accounting system;
- xxvii. Assist the Palikas in operating a system of preparing and reporting project financial statements on a quarterly basis, and consolidating financial statements for the entire Project;
- xxviii. Assist the Palikas in operating the system of comparing the financial statements against physical progress and contractual obligations, analyzing key variances and recommending appropriate actions and measures, and prepare quarterly monitoring reports;
- xxix. Train the Palika staff in developing their capacity in accounting and financial management; and
- xxx. Liaise with auditors to ensure annual audit is carried out;
- xxxi. Establish and maintain financial policies and procedures for the program;
- xxxii. Understand and adhere to financial regulations and legislation; and
- xxxiii. Any other tasks as directed by the Team Leader.