

JOB DESCRIPTION

Position: Administration and Finance Officer (AFO)	Report to: (1) Program Coordinator/ (2) Admin and Finance Manager
Project Location: Melamchi Municipality- 06, Talamarang, Sindhupalchok	Project Duration: 1 Year
1. Purpose of the Position	
<p>Community Self-Reliance Centre (CSRC) is a social development organization working for the cause of community self-reliance through empowerment processes since 1993. CSRC envisions People with self-reliance and dignity. CSRC operates by being informed of its core values of democracy, social inclusion, gender equality, mutual respect, equal rights, taking side towards oppressed and vulnerable groups of people, non-profit making and non-affiliation to any political parties, innovation and quality, and collaboration and partnership with community, civil society organizations and government agencies.</p>	
2. Key Responsibilities and Functions	
A. Administrative Task	
<ul style="list-style-type: none"> • Maintain proper staff records in the project office. • Assist Project Coordinator in managing human resources following CSRC human resources policies and procedures • Liaises with government and non-government organization within working area and the district pertaining to administrative and financial matters. • Responsible for new staff recruiting process and record keeping. 	
B. Accounts Keeping	
<ul style="list-style-type: none"> • Maintain proper books of accounts in compliance of CSRC and funding partner's policies and standards. • Maintain proper financial discipline and ensure optimum utilization of resources. • Assist in reviewing and updating CSRC financial management policies and system and implement them effectively. • Maintain proper internal control environment to ensure prudent use of available resources • Maintain systematic accounts (software) following generally accepted standards and CSRC policy and procedures 	
C. Procurement and logistic Task	
<ul style="list-style-type: none"> • Manage all the procurement related work in a close coordination with logistic Officer. • Keep record of material requisition, purchase order and good receiving and distribution properly. 	
D. Monitoring and Reporting	
<ul style="list-style-type: none"> • Keep regular vigilance in monitoring of financial activities in terms of compliance of financial policies and system, timely execution of budget and implementation of activities, documentation and reporting • Review expense claims and provide feedback • Review the financial and program progress and compare between financial and program performance • Produce and submit financial report to CSRC management and funding partners • Prepare budget request letter, sheet and send to line manager • Assist in conducting internal and external audits 	
E. Others	
<ul style="list-style-type: none"> • Carry out other tasks as assigned by the line manager 	

3. Performance Benchmarks/Indicators		
Timely and quality work plan and budget produced	Reports required by the CSRC management and support organizations are produced with satisfactory quality and submitted within the deadline	
Quality of internal control mechanism and audit findings	Proper financial system and discipline	
4. Minimum Qualification		
<u>Education</u> Minimum Bachelor's degree in accountancy or financial management	<u>Work Experience</u> <ul style="list-style-type: none"> • At least three years practical experience in accounts keeping • Proven expertise in financial reporting • Expertise in financial monitoring and controlling • Carried out administrative works 	<u>Skills and Competency</u> <ul style="list-style-type: none"> • Commitment to continuous learning • Good understanding of partnership and collaboration • Familiar with government and donor development policies • Good presentation and editing skills Analytical ability, problem solving, coaching and mentoring • Designing and imparting training and conducting public meeting/workshops • Very good computer skill • Strive for promoting transparency and accountability