


<b>Community Self Reliance Centre Job Description</b>		 आत्मनिर्भर केन्द्र
<b>Team:</b>	Admin and Finance Team	
<b>Position:</b>	Finance Officer (FO)	
<b>Reports To:</b>	1) Admin and Finance Coordinator (AFC) 2) Program Coordinator (PC)	
<b>Duty Location:</b>	Birendranagar Surkhet Field Office, with frequent field visits (20%)	
<b>Period:</b>	1 <sup>st</sup> July 2024 to 30 <sup>th</sup> June 2025 (extension with performance evaluation)	
<b>1. Purpose of the Position</b>		
<p>Community Self Reliance Centre (CSRC) is a social organization facilitating the land rights campaign since 1993. CSRC has been campaigning for comprehensive agrarian reform and the land rights of working farmers and tillers for more than three decades. Through this time, CSRC has worked to organize and raise consciousness amongst those deprived of land rights, build public opinion in favour of progressive land reform, and conduct action research related to land and agrarian issues.</p> <p><b>The Finance Officer (FO)</b> will assist with the financial and accounting aspects of the CSRC's program and ensure compliance with the established policies, procedures and the country's law. The FO will be responsible for financial management, budgeting, accounting, payments, and strengthening of the internal control system. Similarly, the position will provide the necessary support for the administration and logistics functions in the office.</p> <p>More specifically, s/he will be responsible for the following tasks:</p>		
<b>A. Major Responsibilities:</b>		
<b>Financial Management</b>		
<ul style="list-style-type: none"> <li>• Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.</li> <li>• Record the financial transactions and ensure that are authorized and have adequate supporting documentation, filled, maintained and can be easily extracted to prepare financial statements; and financial audits.</li> <li>• Check bills and supporting documents for correctness &amp; to ensure CSRC organizational policy is properly followed.</li> <li>• Voucher preparation (settlement, revenue/cash) for projects.</li> <li>• Prepare, issue cheques, and obtain an approval signature from the concerned person of organization and project and maintain the file.</li> <li>• Make entries on accounting software (FAMAS) on a daily basis for projects.</li> <li>• Regular clearing of receivables/payables for projects/Administration and other entities.</li> <li>• Maintains appropriate filing systems for all financial vouchers and bank statements.</li> <li>• Prepare consolidated financial reports and statements as per the requirement of funding organization and management and submit them to the Admin and Finance Coordinator.</li> <li>• Timely and accurate recording of all financial transactions in line with organizational and funding organization requirements.</li> <li>• Preparation of BRS and petty cash day book and report for any variances.</li> <li>• Prepare monthly payroll and quarterly reconciliation with the report.</li> </ul>		
<p><b>Outcome:</b> All settlements are done complying with policies within the appropriate time frame ensuring financial recording system is accurate, up-to-date, and appropriate safety measures are applied.</p>		

### **Financial Compliances**

- Ensure all financial transactions are taken place within the stipulated project period.
- Ensure proper documentation of the financial records and are kept properly. Ensure financial transactions, including the supporting documents are scanned and archived in the software.
- Petty cash handling and management of banking transaction. Preparation of bank reconciliation statement.
- Timely process the fund request with the funding agencies and ensure funds are received in CSRC's account in time.
- Ensure timely deposit of TDS and CIT/PF and E-filing of TDS as per provision of Income Tax Act and is done on time.
- Ensure that staff insurance is done and is renewed in time.
- Support in conducting project audit, internal audit and statutory audit.
- Ensure full compliance with the donor requirement, organizational policies of CSRC, and legal requirement.

### **Procurement and Logistic Task**

- Manage all the procurement-related work in close coordination with the Logistic Officer.
- Support for the development of a strong internal control system to safeguard the assets of the organization and optimum utilization of resources.
- Keep a record of material requisition, purchase order and goods receiving along with the record of distribution in appropriate manner.

### **Monitoring and Reporting**

- Keep regular vigilance in monitoring financial activities in terms of compliance with financial policies and systems, 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 reports to CSRC management and funding partners.
- Prepare budget request letter, budget sheet and process for approval.
- Monitor project budgets and expenditures and contribute to the process of the budget revision if deemed necessary.
- Prepare monthly/quarterly/annual financial reports of the projects.

### **Others**

- Coordinate with the administration and program team to ensure smooth management of the Field Office.
- Support in the process of maintaining records of inventories and fixed assets. Conduct physical verification and generate report accordingly.
- Frequent field visits in the working area.
- Other tasks as assigned by the line manager.

### **B. Maintain cross-cutting issues:**

- Ensure the cross-cutting issues of GEDSI, Safeguarding, Good Governance, Conflict of Interest mitigation, Anti-corruption and conflict transformation, and others in a project implementation and personal life.

- As a staff of CSRC, contribute to the overall organizational vision, mission, goals, and core values of the organization.

## **2. Preferred minimum Qualifications and Experiences**

- Bachelor's degree in management/commerce or equivalent
- Minimum of 3 years of work experience in Financial Management ideally in development sector
- Understanding of GON rules and regulations, acts and policies regarding non-profit/social sector associations and good knowledge of non-profit sector financial management
- Experience with accounting software packages preferably FAMAS
- Willingness to travel frequently often to program areas
- Proficient in English & Nepali language, both spoken and written
- Good communication and negotiation skills, with an aptitude for external representation and networking
- Excellent computer skills; especially Excel and accounting package
- Demonstrate a high degree of honesty and integrity
- Willingness to work flexibly outside normal working hours