

Community Self Reliance Centre

Job Description



Team	Admin and Finance Team (Pratibaddha-III)
Position	Finance Associate
Supervisor/Principal Evaluator	1) Municipal DRM Officer 2) Finance Officer
Duty Location	Kedarsyu Bajhang

1. Background and Purpose of the Position

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 over three decades. Through this time, CSRC has worked to organize and raise consciousness amongst those deprived of land rights, build public opinion in favor of progressive land reform, and conduct action research related to land and agrarian issues. After 2015, CSRC has been actively engaged in the DRM and Climate change issues.

PRATIBADDHA-III focuses on strengthening provincial, local government, and at-risk communities' capacities for disaster preparedness and early action, aiming to reduce hazards and enhance community resilience

CSRC has created the position of Finance Associate to support the program team in implementing project activities on time and managing financial transactions for field activities. This role ensures financial compliance and accountability during the conduction of field activities, contributing to the overall success and integrity of the project.

More specifically, s/he will be responsible for the following tasks:

A. Program Support

- Assist the program team in planning and executing project activities within set timelines.
- Coordinate with the program team to ensure that all logistical and administrative support is provided for smooth implementation of field activities.
- Maintain effective communication between the program and finance teams to facilitate project success

B. Financial Management and Compliance

- Maintain financial records in compliance with organizational policies and procedures.
- Handle all financial transactions related to field activities, including payments, reimbursements, and financial reporting.
- Maintain accurate financial records and documentation for all transactions.
- Prepare and timely process invoices, purchase orders, and other financial documents.
- Monitor field activity budgets to ensure adherence to financial policies and procedures.
- Conduct regular financial audits and reconciliations to maintain accountability.
- Ensure that all financial activities comply with organizational policies, supporting partner's requirements, and local regulations.
- Guide to field colleagues on financial procedures and compliance requirements.

C. Administrative Support and Reporting

- Provide general administrative support, including scheduling meetings, preparing meeting minutes, and maintaining project documentation.
- Assist in the procurement of goods and services for field activities, ensuring compliance with procurement policies.
- Manage office supplies and equipment, ensuring that all necessary materials are available for field activities

- Prepare regular financial and administrative reports and submit them to the supervisor.
- Support the preparation of financial statements and other required financial documentation.

D. Procurement and Logistic Task

- Support 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 received along with the record of distribution in an appropriate manner.

E. 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 a report accordingly.
- Frequent field visits in the working area.

F. Maintain cross-cutting issues:

- Ensure the cross-cutting issues of GEDSI, Safeguarding, Good Governance, Conflict of Interest mitigation, Anti-corruption, conflict transformation, landlessness, and others in program implementation and personal life.
- As a member of CSRC, contribute to the overall organizational vision, mission, goals, and core values of the organization
- Build relationships with the land rights forums (NLRF, DLRFs & VLRFs) and contribute to land rights campaigns and advocacy initiatives.

2. Key Performance Indicator

- All admin and financial settlements are done complying with policies within the appropriate time frame ensuring the financial recording system is accurate, up-to-date, and appropriate safety measures are applied.
- Quality and accurate financial documents will be documented and submitted.
- Organizational compliance will be maintained in all financial transactions.

3. Authority

- As per CSRC Human Resources Development System
- As per the CSRC Financial Management System

4. Preferred Qualifications and Experiences

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.,
- Minimum of 2-3 years of experience in finance and administration, preferably in a non-profit or project-based environment
- Strong knowledge of financial management and accounting principles.
- 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
- Excellent organizational and multitasking abilities.
- Proficiency in using financial software and MS Office applications.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and a high level of accuracy.