

Community Self Reliance Centre Job Description



Team:	Admin and Finance Team
Position:	Admin & Finance Officer (AFO)
Reports To:	1) Admin and Finance Coordinator (AFC) 2) Social Protection and Inclusion Coordinator
Duty Location:	Janakpur (Madhesh Province)
Period:	1st June 2026 to 31 December 2026

1. Purpose of the Position

Introduction:

The Community Self-Reliance Centre (CSRC) has been facilitating the land rights campaign for more than three decades, together with landless tillers and small farmers. CSRC has consistently strived to organize and raise awareness among those deprived of land rights, build public opinion in favor of transformative land reform, and conduct action research on land and agrarian issues. CSRC believes that social inclusion and participatory democracy must be strengthened at the grassroots level. Besides this, CSRC strengthens local communities to enhance their resilience to multi-level disasters and the climate crisis.

About the RAIN:

RAIN supports early action and climate resilience within BEK's Resilience, Adaptation, and Inclusion in Nepal programme. The project aims to scale up efforts, particularly for vulnerable communities in Madhesh, Lumbini, and Karnali provinces by 2029. Using evidence-based approaches, RAIN will focus on localisation, inclusion, and leveraging fiscal resources for adaptation.

RAIN has two key outcomes: 1) enhancing community resilience and 2) strengthening sub-national governmental systems in early warning (EW), early action (EA), and adaptation. It aligns with NDRRMA's goals to strengthen Early Action, develop multi-hazard EWS, and drive research and innovation as per national policies and strategies.

RAIN integrates science, technology, and innovation to enhance multi-hazard anticipatory action. The consortium will strengthen EWS, improve risk communication, and use data-driven strategies for inclusive EA and adaptation. Insights from these efforts will contribute to DRR and AA policy frameworks. Working with RAIN TA, SLU, and other partners, the consortium aims to influence policy, ensuring fiscal resources address gender inequality, marginalization, and social exclusion. RAIN aims to directly benefit 987,299 people and indirectly impact 3,478,805 more.

The Admin & Finance Officer (AFO) will assist with the financial and accounting aspects of the project and ensure compliance with the established policies, procedures and the country's law. The AFO 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 field office.

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

A. Financial Management

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- Record the financial transactions and ensure that they are authorized and have adequate supporting documentation, filled, maintained and can be easily extracted to prepare financial statements, and financial audits.

- Check bills and supporting documents for correctness & to ensure CSRC organizational policy is properly followed.
- Voucher preparation (settlement, revenue/cash) for projects.
- Prepare, issue cheques, and obtain an approval signature from the concerned person of organization and project and maintain the file.
- Make entries on accounting software (FAMAS) on a daily basis for projects.
- Regular clearing of receivables/payables for projects/Administration and other entities.
- Maintains appropriate filing systems for all financial vouchers and bank statements.
- Prepare consolidated financial reports and statements as per the requirement of funding organization and management and submit them to the Admin and Finance Coordinator.
- Timely and accurate recording of all financial transactions in line with organizational and funding organization requirements.
- Preparation of BRS and petty cash daybook and report for any variances.
- Prepare monthly payroll and quarterly reconciliation with the report.

B. Financial Compliances

- Ensure all financial transactions take place within the stipulated period.
- Ensure proper documentation of the financial records 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.
- Support in conducting project audit, internal audit and statutory audit.
- Ensure full compliance with the funding partner's requirement, organizational policies of CSRC, and legal requirements.

C. Procurement and Logistic Task

- Support/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 received along with the record of distribution appropriately.

D. 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, and budget sheet and process for approval.
- Monitor project budgets and expenditures and contribute to the process of budget revision if deemed necessary.
- Prepare monthly/quarterly/annual financial reports of the assigned projects.

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.
- Frequent field visits in the working area to monitor financial transactions.
- Other tasks as assigned by the line manager.

F. Maintain cross-cutting issues:

- Ensure the cross-cutting issues of GEDSI, Safeguarding, Good Governance, Conflict of Interest mitigation, Anti-corruption, and 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 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 reports will be prepared 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 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