**JOB DESCRIPTION**

**Functional Title :** Finance and Administrative Officer (FAO)

**Responsibility Level :** Officer (Level-3)

**Project :** Health and Hygiene Activity (HHA) - Swachchhata

**Duty station :** Birendra Nagar, Surkhet

**Report to :** Finance Manager

**Repartee’s :** Driver, Admin Assistant, Intern

**Second Level Report :** Deputy Chief of Party (DCoP)

**Collaborator** : All DCs, HI Manager, Construction Quality Manager

 (CQM), and Monitoring Evaluation, Learning Advisor

 (MELA),

**Background**

The USAID Health and Hygiene Activity (also known as **“**Swachchhata” in Nepali) aims to improve community health status by improving integration of hygiene in health service delivery. Swachchhata (2016-2024) utilizes an integrated approach with a dual focus on (i) improving quality of health service delivery and (ii) improved hygiene behavior in peripheral health facilities (health posts and primary healthcare centers). Swachchhata is implementing activities across seven districts of Karnali and Lumbini Provinces (Dolpa, Jajarkot, Rukum West, Surkhet, Dailekh, Salyan and Rukum East).

**Overview of the Position**

The Finance and Administrative Officer reports to the Finance Manager of Swachchhata. As part of his/her financial duties, the position holder will be responsible for day-to-day accounting transactions, including petty cash, bookkeeping, cash accounts and bank reconciliations. S/he will prepare payment and receipt vouchers, including preparation of monthly financial reports. As part of his/her administrative duties, s/he will arrange official travels, maintaining and updating inventory lists and any ad hoc logistical tasks. The position holder will perform all tasks and responsibilities as per DevWork Internaional’s internal control procedures and procurement guidelines and as per USAID’s reporting guidelines.

**Key Responsibilities**

**Administration:**

* Organize, document, and archive relevant documents keeping files complete and up-to-date; maintain quality and accessibility of archives and files; conform administrative procedures and filing procedures as laid down in Internal Control Framework (ICF) and local law/instructions.
* Manage and maintain project files in line with audit compliance, ICF and archiving procedures
* Provide on-site support to the Swachchhata team as required and requested to ensure smooth implementation
* Provide support to management on maintaining and updating the personal files of all staff and adhering to confidentiality requirements.

**Finance**

* Maintain record of overall expenditure of activities, check and process invoices, bills and documents received for payments and maintain financial transactions in accounting software timely.
* Ensure financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
* Prepare and submit timely and reliable financial updates and statements.
* Manage petty cash for small frequent payments to the suppliers/ service providers for office running utilities and facilities.
* Handle VAT refunds.
* Support the conduct of financial audits.
* Provide on-site support to the Swachchhata team for financial settlements as requested and required.

**Procurement & Logistics**

* Process purchase of equipment and stationary items and propose maintenance and replacement when required in line with internal policies.
* Keep an up-to-date inventory list of equipment, assets, means of transport, and relevant contracts and leases, including safeguarding of assets.
* Ensure routine maintenance of vehicle and office equipment, computer, photocopier, telephone, electricity, water supply, and other utilities of the project office.
* Monitor all continuing service contracts and recommend for renewal on time.
* Perform inventory verification at least twice each year (June and December).
* Manage car services and assign cars for meetings and workshops on a priority and need basis.
* Facilitate disposal for never-to-be-used and damaged office equipment and assets.

**Safety Security and Preparedness**

* Determine and maintain requirements for emergency preparedness in Swachchhata’s office.
* Establish and maintain an inventory and records of stocks, assets and material separately ensuring easy access by anyone relevant to emergency situations and risk mitigation measures.
* Regularly check working conditions of security equipment, such as fire extinguishers, smoke detectors, earthquake alarms and emergency lights, and make sure timely refilling and recharging of them.
* Maintain environment by monitoring and setting building and equipment controls and by ensuring preventive maintenance requirements
* Take stock of emergency supplies.
* Monitor the situation relevant to security and natural disasters and inform the DCoP and advise on action to be taken.
* Assist the DCoP on all security and associated logistical requirements.
* Advise staff, security service providers and visitors on all security-related issues.
* Keep a database on the number of staff, their location inside Nepal, movement, and communication details to be updated on a daily basis.
* Implement rules, guidelines and procedures for the safety and security of staff, assets, and program implementation activities.
* Establish and negotiate contingency plans (particular for medical emergencies and relocation or evacuation measures).
* Co-facilitate briefings and trainings for staff on safety and security together with FM and DCoP.
* Ensure minimum requirements for office and vehicle safety are met (i.e. fire
* extinguishers in office and First Aid Kits in vehicles).
* Other duties as assigned by supervisor or management.

**Working condition:** May require travel to districts on short notice.

Incumbent’s Signature: ------------------------ Date: -----------

Supervisor’s Signature: ----------------------- Date: -----------

Approved by: ---------------------- Date: -----------

**Requirements**

* + Bachelor’s degree, in Finance, Procurements or Logistics Management.
	+ Minimum of 3 years of progressive experience related to finance, procurement and logistical management on USAID funded project(s) or similar organization(s).
	+ Substantial knowledge of standard logistical procedures and practices.
	+ Demonstrated experience in ensuring compliance to existing organizational systems, processes, and procedures.
	+ Knowledge of security and risk management including ability to support rapid assessment and immediate response needs.
	+ Ability to multitask and deal with stressful situations with ensuring all standards and quality.
	+ Good communication skills with fluency in written and oral English and Nepali.
	+ Strong IT skills and proficient in Excel, Word, Outlook, and PowerPoint.