

Position	Finance Coordinator	Grade	V
Department & Location	Loo Niva Child Concern Group Community Mobilization of Early Grade Reading Program (EGRP) Dadeldhura District	Date	1st June 2018
Reports to (position):	Program Manager		
Purpose:	<p>Loo Niva Child Concern Group has been working on basic service delivery especially on quality education, education governance and right to education from child rights perspectives to the marginalized children with an emphasis on girls and Dalit since its establishment in 1997. Main thrust of its strategic work is to empower local people especially children, child clubs, youth and marginalized groups so that they are able to hold the local agencies and governments more accountable and responsive towards their rights to education including in emergency.</p> <p>Loo Niva continuously works to create a link between children, adults and the government agencies from child rights based approach to development. This approach consists: i) empowering rights holders; ii) sensitizing and strengthening duty bearers; and, iii) Advocating for child friendly policies and practices especially on basic service delivery.</p> <p>It works with the community at the grassroots level and advocates policy at the National level on Child Rights, and Right to education. It has good network and coordination with local government, state authorities, NGOs, and local communities. It is contributing together and leading in National coalitions holding the key portfolios.</p> <p>Loo Niva Child Concern Group has signed a contract with RTI International for implementing and managing community mobilization component (IR3) of the Early Grade Reading Program (EGRP) in Dadeldhura District. The overall purpose of the community mobilization of EGRP is to increase family and community support for improvement of early grade reading for children from grades one to three. Loo Niva Child Concern Group will work directly with school, School Management Committees (SMCs), Parent Teacher Associations (PTAs), Local Education Units (LEUs), Early Grade Reading sub-committee and all relevant community structures in close coordination with the Education Development and Coordination Unit (EDCU) and local governments at local level for implementing activities related to community mobilization in Dadeldhura District.</p>		

Dimension of the role:

Finance Coordinator (FC) is overall responsible for recording and reporting of financial transaction ensuring a compliance criteria of EGRP CM grants. The position will be well verse on donor requirement, Nepal Government's laws and organizational policies related financial management. He/She works closely with the Program Manager (PM), Monitoring, Evaluation and Documentation Coordinator

(MEDC), Community Mobilization Officer(s), and all assistant/intern in maintaining proper financial documentation and reporting.

Key Responsibilities

- Maintain ledgers and accounting records for classification and recording of financial transactions, bank reconciliation of program accounts for tracking expenditures and preparation of recurring of special financial report;
- Make timely payments related to all program expenditures e.g. salaries and benefits, purchases, travel and program advances in timely manner;
- Review and check all the financial supporting documents such as bills, agreement and other supporting documents before making administrative and program expenses, payments to the staff and third parties;
- Ensure withheld tax of all vendors, employee and consultants is properly accounted and deposited in Inland Revenue Department in a regular and timely basis;
- Maintain financial management files with proper supporting documentation;
- Monitor fund in the bank account to ensure for timely disbursement of payments;
- Ensure that organizational policies and procedures are followed while making payments;
- Ensure compliance requirements of donor's rules and regulations, Nepal government laws and organization polices including audit requirements;
- Work closely with organization members, program and other field staffs to inform and orient them for the financial requirements;
- Track and record all advances, payables and ensure timely settlement;
- Prepare and submit monthly financial reports and advances requests on the timely basis as per grant agreement requirement;
- Scan all original financial document and submit to EGRP office on periodic basis.
- Record and report VAT amounts with original invoices to EGRP office, with correct naming and no errors.

Communications and Working Relationships:

EGRP Program contact:

Position	Reasons for contact	Level (high, medium, low)
Program Manager	To provide financial and accounting information, financial reporting and financial compliance	High
EGRP Regional Admin and Account Specialist	To provide financial and accounting information on timely manner	High
EGRP Regional Manager and Program Team	To provide financial and accounting information on timely manner	Medium
CM specialist/Sr. CM Advisor	Ensure qualitative deliverables	Medium
NGO Program staffs	For day to day operation, expenses and financial reporting of program activities	High

External Parties:

Position	Reasons for contact	Level (high, medium, low)
SMCs, PTAs local governments	To ensure timely communication of finance related information	Medium

Knowledge, Skills and Behaviors:

- Bachelor's degree in Management or Accounts or Business Studies with 3 years of relevant work experience in financial management
- Prior experience in managing USAID funds will be an added advantage
- Knowledge of current government's tax policies and labor laws
- Competent on computer skills, Microsoft office specially in the use of MS Excel and any other accounting software
- Knowledge of accounting, auditing system and financial monitoring system
- Fluency in English and Nepali language both in writing and oral communication

Physical Environment:

- The position will be based in Loo Niva Field Office Dadeldhura, Tufan Danda with a few travels to program location, within the district, depending on the need of the program. He/she will have to work with a team of staffs with the multi-culture and multi-lingual background.

Certification

I have carefully reviewed this Job Description and am satisfied that it fully and accurately describes the requirements of the position.

MANAGER:

Name
Signature
Date

I have read the Job Description and agree to undertake the activities and responsibilities specified above. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as and when required within the mandate of Loo Niva Child Concern Group.

POSITION HOLDER

Name Signature