

FINANCE OFFICER

Position Description

Location Dadeldhura

Position Status Full Time

Salary Level O1

Current Team Member N/A

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action - helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, youth engagement, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.

Program / Department Summary

The Mercy Corps Finance Department is responsible for all financial functions in Nepal, including accounting, payments and banking, payroll, budgeting, financial reporting, and grant financial management and compliance. The Mercy Corps Finance Department ensures compliance with donor regulations as well as Mercy Corps' internal policies and procedures. In its role as a support to the Program Department, the Finance Officer provides timely reports and assistance to the Project Managers and the Project teams to ensure that financial resources are used efficiently and effectively.

General Position Summary

Working in the Finance Department under the direction of Senior Finance and Compliance Officer, the Finance Officer will be responsible for the accounting and documentation of all financial transactions for USAID funded Promoting Agriculture, Health and Alternative Livelihood (PAHAL) program in Dadeldhura.

As gender and social inclusion (GESI) and good governance are cross-cutting components of all Mercy Corps program(s), the Finance Officer is required to own these components and ensure GESI sensitivity and integration and governance practices are integrated into his/her work area.

Essential Job Responsibilities

The specific duties and responsibilities of the Finance Officer include, but are not limited to, the following:

PROGRAM MANAGEMENT

- Conduct financial review of purchase requests, purchase orders and payment requests to ensure compliance with MC policies and procedures and project budgets according to the limit set in the AAM.
- Record payment vouchers daily in the MC accounting system and ensure they are recorded properly in the appropriate batches.
- Record bank payment vouchers and ensure that all bank transactions are properly and fully documented.

- Review expense reports (travel expense reports and operational expense reports) for accuracy and completeness and ensure that expense reports have been fully approved before payment
- Continuously monitor open advance report and follow up on the long outstanding advances.
- Prepare monthly reporting package to Mercy Corps Kathmandu Office.
- Make necessary arrangement to pay TDS (tax deduction at source) withheld to government on monthly basis.
- Monitor cash and bank balances and coordinate monthly cash flow requests from Kathmandu Office.
- Also provide support to the partner's staff based in Mercy Corps Dadeldhura office as mentioned in essential functions above.

Others

- Mercy Corps as a humanitarian agency is expected to response as and when crisis and humanitarian situation engulfs. As an MC employee, all staff are expected to be part of humanitarian and emergency response in addition to their regular roles and responsibilities.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and not to jeopardize its humanitarian mission.
- Other duties as assigned by his/her supervisor and or Country Director.

TEAM MANAGEMENT:

- Assist in the training and support of the finance officers in partner's offices, including answering daily questions, training new hires, making field visits, etc.

FINANCE & COMPLIANCE MANAGEMENT

- Ensure compliance with donor and Mercy Corps regulations related to programming.
- Develop accountability and transparency mechanisms for the program and orient MC-N and implementing partners on the same

SECURITY

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

ORGANIZATIONAL LEARNING

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO PARTNERS

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Team members are expected to conduct themselves in a professional manner and respect

Accountability

Reports Directly to: Regional Field Coordinator and Senior Finance & Compliance Officer

Works Directly with: Senior Finance and Compliance Officer, HR Team, Administrative & Logistics Officer and other program team.

Knowledge and Experience

- Bachelor’s degree in finance/ business or related field
- Two or more years of accounting or bookkeeping experience, including experience with double-entry accounting
- Two or more years of experience working with NGOs
- Strong computer skills in MS Office programs, particularly Excel
- Familiarity with computerized, double-entry accounting software
- Strong organizational skills as well as attention to detail
- Excellent oral and written English skills

Success Factors

The successful Finance Officer should have a clear understanding of finance and procurement ethics as well as the willingness and ability to enforce compliance with Mercy Corps and donor policies and procedures is essential. S/he should have the ability to interact effectively with international and national staff members is required. The officer should have demonstrated ability to work quickly and accurately, meet deadlines and process information in support of changing program activities is necessary.

The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations.

Signatures

Team Member

Date

Supervisor

Date