

Job Description: Finance and Admin Officer

Position: Finance and Admin Officer

Location: Project Office, Bangad Kupinde Municipality, Salyan

Reports to: Project Coordinator (with technical oversight from Finance Manager – Head office)

BACKGROUND

CEAPRED is implementing the - *Building Community Resilience for Food & Nutrition Security and Disaster Risk Reduction in Salyan District* project in partnership with AWO International, funded by BMZ. The three-year project (2026-2029) aims to improve livelihoods, food & security, and climate resilience of vulnerable smallholders and marginalized communities in all wards of Bangad Kupinde Municipality, Karnali Province. The project focuses on enhancing agricultural production through climate-smart technologies, diversifying income sources, strengthening disaster risk reduction capacities, and building the institutional capacity of Civil Society Structures eg. Cooperatives, Disaster Management Committees, Community Forest User Groups etc.to ensure sustainable community-led development.

The Finance and Admin Officer will play a critical role in managing project resources, ensuring compliance with donor requirements, and supporting the smooth operation of the field office.

POSITION DESCRIPTION

The Finance and Admin Officer is responsible for managing all financial transactions and administrative operations of the project office. This role ensures financial compliance, accurate bookkeeping, timely reporting, and effective office administration to support smooth project implementation.

JOB RESPONSIBILITIES

- **Financial Management:**

- Maintain accurate and up-to-date financial records and books of accounts at the field office.
- Manage cash and bank transactions, ensuring adherence to CEAPRED and donor financial procedures.
- Prepare monthly financial reports and assist in the preparation of financial forecasts and budget monitoring.
- Ensure timely and proper documentation of all financial transactions (e.g., vouchers, receipts, invoices).
- Prepare and submit financial reports to Head Office.

- **Administration:**

- Oversee the day-to-day administration of the field office, including management of office supplies, equipment, and vehicles.

- Assist in the procurement of goods and services in line with project procurement plans and policies.
- Manage human resource administration at the field level, including attendance, leave tracking, and contract management.
- Coordinate logistics for project activities, events, and staff travel.
- **Compliance:**
 - Ensure compliance with CEAPRED's financial and administrative policies, as well as donor (AWO International/BMZ) regulations.
 - Assist in preparing for internal and external audits.

QUALIFICATIONS AND EXPERIENCE

- **Education:** At least Bachelor's Degree in Commerce, Business Administration, or a related field with a specialization in Accounting/Finance. A Master's degree is preferred.
- **Experience:** Minimum of 3 years of experience in financial and administrative management of development projects.
- **Skills:**
 - Proficiency in accounting software and MS Office;
 - Strong knowledge of financial management procedures and donor compliance;
 - Excellent organizational and record-keeping skills;
 - Ability to work independently and with a team;
 - Proficiency in English and Nepali;
 - Knowledge of local languages is a plus;
 - Motorcycle driving license is required.