

Terms of Reference (TOR)

For

Finance and Operation Manager

Job Category:

Senior Manager (Senior Management Team)

Job Subcategory:

Financial Management, Procurement and Office Operation

Position Title: Finance and Operation Manager

Location: Head Office, with 25% of field visit

Direct report to: Chief Executive Officer.

Matrix Reporting : Program Director

Supervise to: Administration Officer, Senior Finance Officer, Finance Officers, IT and Documentation Officer and Operation and Assistant- Logistic and Administration

Immediate Coordination: Program Director, MEAL Manager, Program Managers and Program Coordinators (SMT Members) at Head Office and Project districts.

Position Overview:

The Operations and Finance Manager will oversee the financial and operational aspects of the organization, ensuring compliance with legal regulations, financial policies, and donor requirements. The role includes budgeting, financial reporting, auditing, procurement, human resources, and overall management of administrative functions.

The Operations and Finance Manager is the key position at REED Nepal.

The Operations and Finance Manager at REED-Nepal must possess strong leadership, communication, time management, and proposal review skills. This role requires the ability to generate additional support for various REED-Nepal initiatives and external business development.

Job Purpose

The primary objectives of this position are to:

- Facilitate and coordinate overall office operations and financial activities.

- Monitor, manage, and report on all financial and logistic support activities.
- Oversee and report on the management of project funds.
- Provide support for human resource management
- Build the capacity of district finance and operations officers in financial management.

In coordination and collaboration with the Chief Executive Officer, the Operations and Finance Manager will carry out the following roles and responsibilities:

Financial management:

- Ensure that all the financial transaction are in order and properly recorded and have adequate supporting documentations, in line with Government of Nepal accounting policy, REED-Nepal Financial and Administrative Manual along with Donor's need.
- Lead all the accounting processes and procedures for the office in accordance with accounting policies established on REED-Nepal Financial and Administrative Manual.
- Monitor the office's cash flow and review budgeted to actual expenditures on a monthly basis to ensure that spending is in line with budget allocations.
- Develop and maintain document filing systems of soft and hard copies in accordance with Manual.
- Maintain bank and petty cash transactions, review and update record of movements, including receipts, planning and preparation of payments, disbursement of cash.
- Monitor and guide on budget and financial expenditures and their conformity to the work-plan, check budget lines to ensure the correct follow of all booked transactions
- Lead the annual preparation of the tax/VAT return and external information report, with support from, District Finance and Operation Officer, Finance and Administration Manager and Senior Management Group.
- Develop and maintain document filing systems of soft and hard copies in accordance with Manual.
- Manage the relationship with the auditing firm on any relevant matters related to accounting and annual audit reports required.
- Develop and maintain functional and efficient administration and office operation system in coordination with HR and Administration Executive at HO and Finance and Operation Officer at Field Office.
- Develop in-house training program for the employees based on the needs identified and organize training accordingly. Provide hands-on training support in selected areas of organizational development including budgeting, financial analysis, and reporting
- Ensure the preparation of timely and reliable financial reports

- Contribute to budget preparation, audit activities and financial statement

Procurement and logistics management:

- Be responsible for the purchasing and procurement processes that adhere to established controls for the purchase of supplies, equipment, or services.
- Ensure timely, cost efficient & transparent supply chain management in the area logistics supply activities.
- Establish and maintain relationships with local vendors, process invoices for payment, facilitate the execution of contracts and conduct an annual assessment of needs and services.
- Contribute to fulfill project procurement and tendering process, including evaluation of suppliers, coordination of purchases, in full compliance with procedures and requirements as per Financial and Administration Manual
- Implement strategic procurement including vendor selection and evaluation, quality management, performance measurement. Ensure timely preparation of procurement plans for the office and project activities
- Ensure compliance to local law and REED Nepal Financial and Administrative Manuals' procedures in all logistics operations.
- Contribute to the implementation of safety & security guidelines, in particular travelling in remote and high-altitude area and arrange require auxiliaries' tool and supplements.
- Lead and coordinate with logistics teams consist of Executive- HR and Administration, Officer- Finance and Office Operation (District office), Associate Officer- Office Facility and Field Support and Assistant- Logistic and Administration and facilitate access to information to Senior Management teams.

Human Resources Support:

- Assist with compensation and benefits administration, and employee safety and welfare initiatives.
- Manage the administration of local and international travel insurances, group accidental insurance, group medical and employee benefits. Serve as the primary liaison with the local insurance companies, in coordination with Executive -HR and Administration and Senior Manager Team.
- Provide support during the hiring process for new employees, interns and volunteers.
- Coordinate with the local consultant and advisor regarding matters related to taxes, human resources, office operations, and other matters as they arise.

- Lead on maintaining the Knowledge Center at REED Nepal Head Office with ample supply of books and other supporting material
- Guide and monitor of work of reporting employee including maintain work friendly office environment

Operations management:

- Oversee all day-to-day administrative operations for the Head and field offices.
- Ensure that the office environment is safe and secure.
- Guide and monitor of work of reporting employee including maintain friendly work environment
- Maintain and supervise stock register, Asset register in order to ensure that all logistical support can be provided as and when required. Ensure all stocks and equipment held by the office & project is stored safely, correctly and securely depending upon the item classification.
- Lead on maintain the Knowledge Center at HO with ample supply of books and other supporting material
- In coordination with the SMT, ensure a constant flow of communication between the Donor, District Office and Executive Board relaying information on pertinent issues as they arise.
- Serve as the IT point person by outsourcing needed service for HO and District Offices.
- Take an initiative on overall REED-Nepal annual budget projection and forecast, overall budget management and budget follow-up.
- Supervise overall REED-Nepal accountancy.
- To prepare and coordinate periodic Internal Audit plans, based on risk assessment. The plans should be reviewed and reassessed at least 6 monthly, in consultation with Chief executive Officer.

Donor engagement:

- Build relationships and credibility with donors, using pragmatic evidence on uses of resource focusing especially on AHF/DFAT, Karuna trust/BMZ, INTENT, USAID and HTUK and other donors.
- Provide advisory and practical support to Headship Management Team on donor guidelines, funding criteria and sector across the programme and project.
- Establish, develop and maintain successful one to one relationship with donors, key partners, local and national stakeholders and decision makers.

Reporting:

- Develop regular reports and updates on project/organizational progress to Executive Board.
- Draft responses to written queries from donors on projects and/or organization as well as develop other materials and documentation as needed.
- Reporting directly to the CEO, although there will be expected to keep the Programme Director fully informed of activities, sending all reports and reporting quarterly.
- The Finance and Operation Manager will produce internal audit reports and present to the SMT Team with findings and issues identified during the audit conducted between intervals, give appropriate recommendation and actions plan, providing advice and suggestions on improvements to REED Nepal systems and procedures where appropriate.
- Ensure the quarterly donor compliance report is discussed with the Chief executive officer and programme director
- To provide regular feedback and updates to the Headship Management Team of Monthly/ Quarterly and Annual reports assessment which shall be approved by CEO prior to dissemination.

Compliance and Risk Management:

- Ensure compliance with all legal and regulatory requirements.
- Implement and monitor internal controls to safeguard assets.
- Identify and manage financial and operational risks
- To conduct any ad-hoc internal audit, compliance and financial investigation assignments as requested by the SMT Team.

Internal Communication:

- Ensures project employees are well-informed about their roles and responsibilities including other policies of REED-Nepal.
- Provides training, support and advice for employees at all level including SMT, District Employee on how to handle specific way about particular work on financial, procurement and operation concerns.

Others :

- Create a self-support system within the working areas and project team, establish and promote better coordination and linkage with likeminded organization, and stakeholders, donor monitoring team and fulfil other appropriate level responsibilities as demand of the job.
perform other tasks as requested by the SMT Team from time to time.

Expected Results

Establishing reliable and accurate accounting/financial procedures will enable efficient planning and use of resources contributing towards effective implementation of project activities.

Core Competencies

Development and Operational Effectiveness

- Strong analytical skills
- Strong customer-service skills with demonstrated ability to effectively interact with technical and non-technical end users in a pleasant, cooperative, and helpful manner.
- Demonstrated ability to solve problems and work independently.
- Ability to read, analyze, interpret and apply general technical instructions and procedures

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Knowledge Management and Learning

- Shares knowledge and experience
- Seeks and applies knowledge, information, and best practices from within and outside organization
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Required Skills and Experience

- Master's in business administration, finance, accounting, management and other relevant fields.
- Minimum of 5 years of relevant experience including 3 years in a management position as senior management / leader supervising a team working with I/NGOs
- Demonstrated expertise in managing financial operations, including budgeting, fund allocation, and preparing detailed financial reports that meet organizational and donor requirements.
- Extensive experience in overseeing procurement processes, coordinating logistics, and managing administrative operations to ensure compliance with organizational policies and donor guidelines.
- Proven track record in managing HR functions, including recruitment, onboarding, employee development, and implementation of HR policies to support organizational effectiveness.
- Experience in financial management of complex development projects and donor funding.
- Proficient in financial management with expertise in utilizing advanced management tools and software applications such as FAMAS, or similar programs.
- Advanced proficiency in spreadsheets, word processing software, and internet-based tools for efficient and accurate data management.
- Comprehensive understanding of Nepal's financial and tax regulations, particularly those relevant to non-governmental and not-for-profit organizations.
- Knowledge of the countries labour law and local legislation related to administration

Language Requirements:

Proficiency in English and Nepali, with excellent verbal and written communication skills in both languages. **Interested Candidates who meet these criteria should send their Application Letter *link here*:**

Apply Instruction:

Interested candidates meeting above-mentioned criteria are requested to send their updated CV along with a cover letter specifying your eligibility for this position to no later than **30th November 2024 before 17:00 hrs.** Please mention the applied position in the subject line.

REED is an equal opportunity employer. Competent candidates from disadvantaged groups, People with Disabilities, Dalit, Janajati and inhabitants of the project districts will be given priority.

Only shortlisted candidates will be called for the further selection process.

No telephone inquiries will be entertained, and any inappropriate recommendation will automatically disqualify the candidate from further processing. REED reserves the right to qualify/disqualify applications in any case.