

Swisscontact, established in 1959 in Switzerland, is a leading partner organization for the implementation of international development projects. The organization promotes inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. It strengthens the competencies of people, improving their employability, increases the competitiveness of enterprises, growing their business, and fosters social and economic systems, promoting inclusive development.

Swisscontact, registered as an International Non-Governmental Organization has been operating in Nepal since 1991. Currently, Swisscontact Nepal has six development programmes across all seven provinces.

The Nepal Agricultural Market Development Programme (NAMDP), Phase II (December 2020 to November 2024), also known as Sahaj, operates under a bilateral agreement between the Government of Nepal and the Government of Switzerland. Sahaj is a Swiss Agency for Development and Cooperation (SDC) project, implemented by a consortium of Swisscontact (as the lead agency) and the Center for Environmental and Agricultural Policy Research, Extension and Development (CEAPRED). The programme focuses on the Koshi Province. Sahaj follows a market systems approach, which includes facilitation between market actors, as well as financial and technical support for improved access to services and innovation of agri-business in the Koshi Province. Public-private partnerships between municipalities and private sector actors, as well as an enabling policy framework for services and innovation in the Koshi Province's agricultural market system, are central elements of Sahaj. The promotion of Gender and Social Inclusion (GESI) as well as Federal State Building (FSB) are transversal themes. The Sahaj portfolio will increase demand for smallholders' produce, including them in value-added supply chains, and building resilience in rural communities through higher employment and income.

For the remaining period of Sahaj's Phase II, Swisscontact is looking for an experienced and committed team leader.

Finance and Administration Officer (1)

Start of employment:	1 August 2023
Location:	Biratnagar, Koshi Province
Reports to:	Finance & Admin Manager
Time:	100% (8 hours a day and 5 days a week)
Duration:	One year with the possibility of extension

Purpose of the Job

Under the supervision of the Finance & Admin Manager, the Finance & Administration officer will support for day-to-day financial operations of the project at the Koshi Province in accordance with Swisscontact's rules and regulations including donor's requirements. Furthermore, this position will work as a focal person of finance, administration & HR at Biratnagar and provide line management support to Admin Assistant and Driver at the Koshi Province.

Essential Functions and Responsibilities

Financial management

- Support Finance & Administration Manager to ensure effective and efficient financial management.
- Implement a control system for financial integrity at the project's office in the Koshi Province in line with Swisscontact's policies and procedures.
- Prepare vouchers and journal entries with adequate supporting documents.
- Make data entries in accounting software for monthly accounts and maintain the computerised accounting system AbaField.
- Prepare periodic financial reports and expenditure forecasts as required.
- Prepare monthly, half-yearly and year-end closing of accounts as required.
- Perform payroll management including fringe benefits and transfer to the individual staff of NAMDP as required.
- Check financial claims submitted by partners and vendors and prepare the payments/reimbursements.
- Process for the consultant's payments.
- Handle travel claims and their payment process
- Issuing of advances and timely settlement of advance of staff and consultants.
- Prepare monthly bank reconciliation statements.
- Prepare fund requisition document to submit to project office in Kathmandu and request for timely fund transfer.
- Assist in monitoring the expenditure processes in accordance with policy and procedures.
- Provide orientation to project implementing partners on Swisscontact's financial rules and monitor their account keeping.
- Ensure deduction at TDS at all taxable payments & VAT from all kinds of payments and safekeeping of all Tax and VAT-related documents.
- Proceed with E-TDS and coordinate with the project office's finance unit for a VAT refund.
- Support to prepare monthly financial reports as per requirements of the Project as required.
- Support to prepare for external audits and work with external auditors.
- Maintain integrity and confidentiality of all financial transactions.

General Administration and HR

- Support the Finance & Administration Manager to carry out the day-to-day activities of the administration.
- Support to conduct regular monthly meetings and other periodic meetings and prepare meeting minutes.
- Arrange official invitation letters for incoming guests and visitors as well as for staff members going for international visits.
- Provide logistic arrangements for all relevant project activities/ events including national flight reservations, hotel and vehicle arrangements for staff, consultants, volunteers, and interns.
- Manager fleet management of NAMDP (assigning vehicles, repair and safeguard, vehicle performance report and ensuring timely renewal of vehicles).
- Verify the store ledger update and other office supplies stock are at inadequate levels.
- Provide IT support and phone services to all employees of NAMDP and ensure proper maintenance of IT equipment.
- Support to conduct of proper recruitment process, responsible for logistics for recruitment, and conduct initial induction to the newly joined employee.
- Orient and ensure that staff are aware of the policies & procedures of Swisscontact.
- Provide periodic operational & HR reports to the project office in Kathmandu.
- Support other official tasks as assigned by Finance and Administration Manager.

Key Competencies

- Bachelor's degree in business administration, management or equivalent with specialization in Finance/ Account or Professional qualification of CA/ACCA/ CIMA. A Master's degree in a related field will be an advantage.
- Knowledge and background in Finance & grants management, GAAP/IFRS/NFRS, internal control, local law, taxation, audit, and general administration including logistics, and security.
- At least 5 years of work experience in the Finance and Administration sector in the development sector (NGOs/INGOs), experience in SDC-funded projects will be an added value.
- Proven skills to work with MS office (Word, Excel, Outlook, PowerPoint etc.) and accounting software application skills.
- Able to define clear objectives and priorities,
- Good team player and able to work in diversified teams, gender and social inclusion.
- Able to work under pressure, meet deadlines and deal with criticism and conflict.
- Excellent written and oral communication skills in English and Nepali.

Conditions and Environment

This will be applicable in accordance with the Swisscontact Staff Manual.

Application Procedures:

Please submit an online job application form by clicking the link below:

[Online Job Application Form](#)

Deadline: Latest by 11:59 PM Nepali time on July 13, 2023.

Swisscontact Nepal shall not entertain any phone inquiries or other such solicitations for the position. Only shortlisted candidates will be contacted for the selection process. Swisscontact Nepal reserves the right to reject any or all applications.

Swisscontact Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (Women, Dalit, Janajati, Madhesi/Terai and other minority communities).