

## **Position Description for vacancy notice**

**Position:** Grants, Compliance, & Finance Officer

**No. of vacancies:** 1 (One)

**Date of Announcement:** 6 May 2026

**Duration:** One Year and Extendable based on funding availability

**Location:** Lalitpur

**Reports to:** Senior Specialist, Grants, Contracts, and Compliance

**Field Visits:** Minimum 30% travel to field and project areas

### **About Habitat for Humanity Nepal**

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions.

Our integrated programming serves to benefit 2.75 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

### **Position Overview**

The Grants, Compliance and Finance Officer is a key position within Habitat for Humanity Nepal, responsible for supporting effective grants financial management, donor compliance, and financial reporting for donor-funded projects implemented its Partner Non-Governmental Organizations (PNGOs). The role contributes to ensuring strong financial stewardship, compliance with donor and statutory requirements, and timely, accurate financial reporting to support high-quality project implementation. Reporting to the Senior Specialist-Grants, Contracts, and Compliance, the position works in close coordination with program teams, the Finance Unit, Field Offices, and PNGOs. The Officer supports the full project lifecycle from proposal budgeting through implementation, monitoring, reporting, audit, and closeout, ensuring alignment with Habitat's internal policies, donor guidelines, and national regulatory frameworks, including the Social Welfare Council (SWC) and taxation authorities.

The role supports budget development and phasing, fund tracking, donor financial reporting, compliance monitoring, and sub-grant management, while also contributing to capacity strengthening of PNGOs through technical support, compliance monitoring, and corrective action follow-up. The position plays an important role in identifying financial and compliance risks, supporting informed decision-making, and maintaining transparency and accountability in the management of donor funds.

The Grants, Compliance and Finance Officer is expected to demonstrate strong coordination, analytical, and communication skills, and to work effectively in a multi-project, multi-donor environment, contributing to Habitat for Humanity Nepal's commitment to good governance, accountability, and effective utilization of resources.

## **Essential Duties and Responsibilities:**

### **Budgeting and Financial Planning**

- Prepare and support the development and revision of project proposal budgets in compliance with internal policies and donor guidelines, in close coordination with relevant programs and support teams.
- Develop and update Donor Budget Lines (DBL) for each approved project budget line, in coordination with concerned teams, and submit to the Finance team for system setup in the Finance & Administration software (SUN 6).
- Prepare monthly budget phasing for projects and upload the same into the F&A software, ensuring accurate reflection of dimension codes and the Chart of Accounts (CoA).
- Conduct first-level review of PNGO budgets to ensure compliance with donor and internal requirements and provide technical support in coordination with program teams and PNGOs.
- Assist in the preparation and revision of project budgets for approval and agreement with the Social Welfare Council (SWC).
- Track allocation and utilization of project budgets for PNGOs and Habitat, ensuring expenditures remain within the approved budget ceilings.
- Support the preparation of annual organizational budgets and forecasts in coordination with relevant teams.

### **Financial Reporting**

- Extract financial transactions from the F&A software to prepare monthly internal donor financial reports, including Budget vs Actual (BvA) analysis, and circulate to budget holders and project leads to support financial visibility, variance analysis, and informed decision-making and collect justifications for variances, proactively flag financial risks, and support planning of corrective actions.
- Prepare periodic donor financial reports and submit them to the supervisor for review and approval prior to donor submission.
- Maintain reconciliation controls between transaction listings extracted from the F&A software and donor financial reports.
- Prepare financial and compliance-related reports as required by the supervisor for submission to regulatory bodies.
- Update and communicate applicable donor reporting exchange rates monthly to finance and program teams.

- Prepare compliance monitoring reports in accordance with internal policies for Field Offices and PNGOs compliance monitoring.
- Conduct first-line review of project payment ledgers to ensure accuracy and compliance.
- Track, maintain, and report on the status of outstanding audit recommendations and follow-up actions.

### **Fund Management**

- Assist in maintaining detailed project-wise fund inflow and outflow trackers, monitoring actual expenditures against approved budgets to ensure adequate fund availability for project implementation.
- Proactively coordinate with the Finance team to initiate fund transfer requests in line with donor agreements and cash requirements.
- Support in preparing and regularly updating project cash flow forecasts in coordination with program and operational teams.

### **Compliance and Grant Management**

- Assist in conducting PNGO appraisals and due diligence assessments in line with organizational and donor requirements.
- Conduct regular on-site and off-site compliance monitoring of Field Offices and PNGOs, prepare monitoring reports, and support the development and follow-up of corrective action plans.
- Ensure proper filing and retention of all grant and sub-grant documentation, both in hard copy and electronic format, in compliance with internal policies and donor requirements.
- Assist in preparing and maintaining donor compliance checklists and compliance trackers (internal, donor, and external).
- Ensure timely submission of donor financial reports to the supervisor for quality review, enabling on-time submission to donors.
- Monitor sub-grant closeout processes, ensure receipt of closeout documentation from PNGOs within agreed timelines, and provide feedback and corrective guidance as needed.

### **Other Responsibilities**

- In coordination with the Supervisor, provide technical and financial support to Partner NGOs directly managed by the Country Office-Lalitpur.
- Assist in the preparation and processing of sub-grant agreements and amendments.
- Record accounting entries in the Finance software as required.
- Act as interim Field Finance support during periods of vacancy in Field Finance positions.

- Prepare and submit monthly Tax Deducted at Source (TDS) to the Inland Revenue Office (IRO).
- Support and coordinate internal, external, donor, and statutory audits.
- Liaise with tax offices for routine tax administration matters, including support during annual tax returns and assessments.
- Perform any other duties assigned by the Supervisor in line with the role and organizational needs.

## **Education, Professional Experience, and Skill Sets**

### **Education and Professional Qualification**

- Bachelor's degree in management, Finance, Accounting, or a related discipline from a recognized academic institution.
- Part-qualified or semi-qualified professional certifications in Accounting or Finance (e.g., CA, ACCA, CPA, CMA or equivalent) will be considered a strong added advantage and given preference.

### **Professional Experience**

- Minimum of three (3) years of progressively responsible experience in finance, grants management, or compliance-related roles.
- Preference will be given to candidates with demonstrated experience working in National or International Non-Governmental Organizations (NGOs/INGOs) or donor-funded development projects.
- Proven experience in project budgeting, donor financial reporting, and PNGO financial management, including sub-grant oversight.
- Sound working knowledge and practical experience in the application of relevant statutory and regulatory frameworks, including taxation laws, labor laws, Social Welfare Council (SWC) Acts, and other applicable national regulations.
- Hands-on experience in financial management functions, including budgeting, reporting, accounting, financial record keeping, internal control systems, audit coordination, and compliance monitoring.

### **Technical and Functional Skills**

- Strong proficiency in financial budgeting, grant financial reporting, cash flow management, and financial analysis, with the ability to interpret and communicate financial information effectively to non-finance stakeholders.
- Experience working with donor-funded financial systems and reporting requirements, including compliance with donor-specific guidelines and timelines.
- Practical experience using accounting and financial management software; prior experience with SUN 6 and/or FAMAS will be a distinct advantage.
- Advanced proficiency in Microsoft Office applications, particularly MS Excel, PowerPoint, and Word; familiarity with data visualization and digital tools such as Power BI and organizational Copilot tools is highly desirable.
- Working knowledge and practical experience in using MS SharePoint or similar document management systems for financial and compliance documentation management.

- Strong analytical, coordination, and communication skills, with the ability to engage effectively with program teams, partner organizations, donors, and regulatory authorities.
- Ability to manage multiple priorities, meet tight deadlines, and work collaboratively in a multi-project and multi-stakeholder environment.

### **Safeguarding**

In accordance with its foundational mission principles, Habitat for Humanity International is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behaviour, including safeguarding and whistleblowing. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

**Habitat for Humanity Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities are encouraged to apply.**

Apply online in the given LINK: <https://merojob.com/grants-compliance-finance-officer>

**Application submission deadline is 20 May 2026**

**Human Resources Department, Habitat for Humanity Nepal**

*We strive to keep our recruitment process consistent and fair. Only shortlisted candidates will be notified.*