

## **Position Description for vacancy notice**

**Position:** Finance & Administrative Officer

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

**Date of Announcement:** 30 June 2026

**Duration:** One Year and Extendable based on performance

**Location:** Biratnagar, Nepal

**Reports to:** Head of Field Operations

**Field Visits:** 50% travel to project areas

### **Position Overview**

**This is a project-based position announced for an anticipated new project. The role will be for the full duration of the project period of approx. three years subject to annual performance appraisal.**

The position of Finance and Administrative Officer has a key role for the project implementation for ensuring effective financial management, administrative support, and operational coordination for donor-funded projects implemented through Partner Non-Governmental Organizations (PNGOs). The role plays a critical part in strengthening financial stewardship, administrative efficiency, compliance, and accountability, ensuring adherence to donor requirements, organizational policies, and national regulatory frameworks.

Reporting to the Head of Field Operations and working in close coordination with the finance and administration department, program teams, field offices, and PNGOs, the position supports the full project lifecycle, including budgeting and reforecasts, implementation, monitoring, financial reporting, compliance, administrative support, and project closeout.

In addition to financial responsibilities, the position ensures effective administrative and logistical management of project operations, including procurement, asset and inventory management, storekeeping, vehicle and fleet oversight, logistics coordination, and office support services.

The position also contributes to capacity strengthening of PNGOs, supports compliance monitoring, identifies financial and operational risks, and facilitates timely corrective actions.

The role requires strong coordination, analytical, and organizational skills, with the ability to work across functions, supporting informed decision-making and contributing to Habitat for Humanity Nepal's commitment to transparency, accountability, and efficient resource utilization.

### **Essential Duties and Responsibilities:**

#### **Budgeting and Financial Planning**

- Prepare and support the development and revision of project budgets in compliance with internal policies and donor guidelines, in close coordination with relevant programs and support teams and PNGO.
- 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.
- Prepare spending forecasts for the remaining project period based on actual expenditures, close-out trends, and key dependencies; monitor budget allocation and utilization for both

- PNGOs and Habitat to ensure expenditures remain within approved limits and provide monthly reports to relevant authorities to support proactive planning and decision-making.
- Develop and update Donor Budget Lines (DBL) for 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 project and upload the same into the F&A software, ensuring accurate reflection of dimension codes and the Chart of Accounts (CoA).

### **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 lead to support financial visibility, variance analysis, and informed decision-making and collect justifications for variances, spending forecast for preparing projected financial outlook for the project , proactively flag financial risks, and support planning of corrective actions.
- Prepare periodic donor financial report and submit them to the relevant personnel within the set timeline for review and approval prior to donor submission.
- Ensure the project financial reports are submitted by PNGO within the timeline.
- Maintain reconciliation controls between transaction listings extracted from the F&A software and donor financial reports.
- Prepare monitoring reports in accordance with internal policies for PNGO monitoring visit.
- Conduct first-line review of PNGO financial reports to ensure accuracy and compliance.
- Maintain, update, and regularly circulate the project asset and inventory registers, as well as the procurement tracker, in coordination with relevant teams and PNGOs monthly.

### **Fund Management**

- Maintain 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, operational teams and Partner NGO.
- Ensure timely utilization and disbursement of project funds in accordance with donor compliance requirements and Habitat's policies and guidelines.

### **Compliance**

- Ensure that all project expenditures and procurement activities of Habitat and PNGOs comply with applicable local laws, internal policies, and donor guidelines.
- Assist in conducting PNGO appraisals and due diligence assessments in line with organizational and donor requirements.
- Conduct regular on-site and off-site monitoring of PNGO and project sites, 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.
- Project relevant tax deducted at source are deposited and verified within the statutory timelines

- Track, maintain, and report on the status of outstanding audit recommendations and follow-up actions.
- Ensure timely submission of donor financial reports to the relevant personnel 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.
- Ensure that all applicable compliance requirements are effectively adhered to by the PNGOs.

### **Administration & Operations**

- Support overall project administration to ensure efficient, compliant, and smooth day-to-day project field operations.
- Ensure administrative processes are aligned with organizational policies, internal procedures, and donor compliance requirements.
- Coordinate and facilitate procurement processes including vendor identification, quotation collection, bid evaluation, contract preparation, and negotiations in line with procurement policies and donor rules.
- Work closely with program and finance teams to prepare procurement plans, monitor timelines, and track procurement status against approved plans.
- Maintain up-to-date procurement trackers and ensure complete documentation, approvals, and audit-ready filing systems.

### **Asset, Inventory & Store Management**

- Maintain and regularly update fixed asset registers and inventory records in line with organizational standards.
- Ensure proper asset tagging/coding and documentation (e.g., asset assignment forms, transfer records).
- Conduct periodic physical verification of assets and inventory, reconcile discrepancies, and report variances.
- Monitor asset movement, usage, transfers, and disposal processes ensuring proper authorization and documentation.
- Oversee effective store management practices including receiving, storing, issuing, and recording materials.
- Monitor stock levels and ensure timely replenishment of supplies.

### **Logistics & Office Management**

- Provide logistical and administrative support for project activities such as trainings, workshops, meetings, and field operations.
- Coordinate travel arrangements including transport, accommodation, and per diem/logistical planning.
- Support overall office and facility management, including utilities, office maintenance, safety, and workspace organization.
- Manage procurement, tracking, and distribution of office supplies and consumables ensuring cost-efficiency.
- Supervise drivers and support effective vehicle management and scheduling.
- Ensure proper maintenance of vehicle logbooks, fuel tracking, servicing schedules, insurance, and compliance documentation.

- Monitor vehicle usage to ensure adherence to organizational policies and cost control measures.
- Track repairs and maintenance and ensure timely servicing and compliance with safety standards.

### **Other Responsibilities**

- Assist in the preparation and processing of sub-grant agreements and amendments.
- Support and coordinate internal, external, donor, and statutory audits.
- Perform any other duties assigned by the Supervisor in line with the role and organizational needs.

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

#### **Education Qualification and Professional Experience**

- Bachelor's degree in management, finance, accounting, or a related discipline from a recognized academic institution.
- Minimum of three (3) years' experience in finance, sub-grant management, procurement, administration and /or compliance-related roles.
- Demonstrated experience in both financial and administrative operations, including office management, procurement, logistics, and asset management.
- 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, financial record keeping, donor financial reporting, and PNGO financial management, including sub-grant oversight.
- Practical experience in administrative systems such as procurement processes, vendor management, logistics coordination, asset and inventory control, and office operations.
- 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.
- Strong added advantage to applicants who are part-qualified or semi-qualified professional certifications in Accounting or Finance.

#### **Technical and Functional Skills**

- Strong proficiency in financial budgeting, financial record keeping and 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.**

**Application submission deadline is 14 July 2026**

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

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