

Job profile

FINANCE AND ADMINISTRATIVE OFFICER

**SUSTAINABLE MARKET DEVELOPMENT OF ELECTRIC
COOKING IN NEPAL (SMDcN)**

**Practical
ACTION**

Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability.
- Define the change at scale we need to make.
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world.
 - Learn by capturing evidence and adapting our approach.
 - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary change making organisation.

- A highly innovative community development charity operating in Africa, Asia, and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine

and prove new ways to overcome poverty and disadvantage and then ‘open source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organizations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities, and inspire sustainable change.

THE PROJECT

The project aims to develop an electric cooking market in two provinces in Nepal by demonstrating the potential to simultaneously build demand and strengthen the supply chain supported by an improved enabling environment. The project will leverage knowledge and experience generated from the existing Market Activation Project and Digital Innovation for eCooking Market Development funded by EnDev. The interventions will facilitate access to e-Cooking solutions for rural households and SMEs through (i) behaviour change support, Result Based discounts on e-cooking solutions, house wiring upgrades and electricity use (ii) training and business development support services to last-mile distributors, linking with Global Distributor’s Collective (GDC) (iii) institutional strengthening of CREEs for reliable electricity supply, evidence-based advocacy, linkages with local financial institutions (iv) Gender transformation: agency building to make informed decisions. The anticipated impacts, outcomes and results of the project are presented below:

Impacts:

- **Social development:** Improved health conditions and reduced mortality and morbidity through better household air quality; Improved gender equality and gender transformation through women’s agency building, reduced drudgeries and increased time saving
- **Economic development:** Increased job creation
- **Combating climate change:** Reduced deforestation and greenhouse gas emissions

Outcome: Developed sustainable market system of eCooking solutions with increased adoption rate by households and MSMEs

Results:

In first and second phases (July 2023 to June 2025) of the project, the project will achieve following key results:

- 25,000 electric stoves will be sold by the private sector
- Increased sales volume of 50 last mile distributors in rural areas
- Increased business viability of 45 CREEs by promotion of e-cooking

Project partner: i) National Association of Community Electricity Users Nepal (NACEUN); ii) Dhaulagiri Community Resource Development Center (DCRDC) and iii) Namsaling Community Development Centre (NCDC)

JOB PROFILE

Responsible to: Project Manager – Sustainable Market Development of eCooking in Nepal

Matrix manager: Finance and Awards Manager

Grade: 5

Line Manages: N/A

Unit: Programme Delivery

Location: Kathmandu with frequent travel to project areas

Purpose, Scope, and Relationships

The purpose of the role is to provide overall financial and administrative management of the **Sustainable Market Development of eCooking in Nepal project**.

To implement project's activities related to achieving the objectives stated in the program and overarching project document in consistent with strategic direction of Practical Action Country Office thereby making a major contribution to the development and articulation of the project.

The scope is to be responsible on effective administrative and financial management, inventory management, logistic management, review financial report of partner, monitoring partners' account and capacity building on FAMAS to cluster offices & partners. Moreover, provide admin/finance/logistic support to the partner organizations. Prepare the financial reports of the program and overarching projects contributing to the Practical Action, donor, and stakeholders (Social Welfare Council-Central Project Advisory committee and Local Project advisory committees – local governments) requirements.

The key working relationship is with Project Manager, project team, Thematic Team, Programme Delivery Team, Finance and Services Team, Gender and Social Inclusion Specialist, local partner. The role will engage and collaborate with all staff and external stakeholders (clients, partners, local governments, and province Government Ministries.)

Job Functions and Responsibilities

Administration and Finance – 80%

- Provide financial and administrative support to Partner Offices.
- Support in budget planning and expenditure as per plan.
- Collect invoices/bills and make payments ensuring the prevailing financial rules and regulations of Practical Action.
- Manage hard copies of documents (Journal Vouchers) from the Practical Action cluster office and partner organizations.
- Maintain office equipment, office building, materials, and properties.
- Maintain office premises to provide a good working environment.
- Ensure safety of office supplies, materials, equipment, and physical facilities.
- Manage vehicle movement and arrange for vehicle servicing, maintenance, and regular check-ups;
- Arrange venue for the seminars and meetings; and provide logistic support.

- Assist properly tracking time sheets of staff.
- Managing for purchase of the supplies, materials, equipment, and physical facilities required in the project.
- Support in Financial Management and Accounting Systems (FAMAS) software in cluster offices and partner organization.
- Review and monitor partners' financial report/documents on periodic basis and provide feedback to the partners for improvement.
- Conduct field visits as necessary for project implementation to ensure compliance with Government of Nepal and Donor standard.
- Admin/finance/logistic support to the partner organisations as per requirement.
- Collect monthly financial reports from partner organizations, review it, and produce necessary feedback for improvement and fit it into import map for compatible in Business Central (BC) system.
- Assist the process of financial and project annual audits.
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture, and well modelled by others.
- Support program manager and field team in planning, execution, monitoring of scope, Schedule, Budget and cost, Quality delivery, appropriate Resource management, balanced Communication,
- Support Field team in assessing the budget tracking (commitment and disbursement) of the sub-national governments.
- Support field team and program manager in assessing the gender budget of the program and projects.
- Engage with community and local partners and assist the field team in ensuring the records of public, hearing, public review and final commissioning on program project interventions.
- Participate and support implementing partners to prepare monthly/quarterly plans and to generate quality financial progress reports and documents capturing project learning's and good practices.
- Undertaking any other duties as assigned by Program/Project Manager

Events and Logistic management – 10%

- Provide Logistic support in planning and execution of national and provincial level workshops and events and project stakeholder meetings LPAC/CPAC.
- Support in organizing internal and external meetings as necessary.

Database Management – 10%

- Maintaining database of reports, events, sales, and project beneficiary as per donor as well Practical Action requirements.

Organizational Policies, Safeguarding and Code of Conduct

- Ensure that all involved acting on the organisation's behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
- Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
- Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
- Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.

- Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion.

To be successful in the role, the ideal candidate will be able to demonstrate:

EXPERIENCE & KNOWLEDGE

- At least 3 years of working experience in the related field;
- Proven experience on administrative and finance management of project/programme;
- Experience of team works and managing relationships with excellent networking and communication skills.
- Strong presentation and reporting skills.
- High levels of demonstrated skills in prioritizing task and meeting deadlines.
- Good communication skills in English and Nepali.
- Excellent interpersonal verbal and written skills.
- Able to work remotely and independently with an understanding of working in a multi-sited environment.
- Fair understanding of project cycles with focus on planning and budgeting, implementation, and monitoring.
- Willingness and enthusiasm to work in challenging and difficult situations and with vulnerable communities.
- Willingness to visit and work with partner offices frequently.
- Willingness to work with communities and visit communities frequently.
- Experience of working with communities enhancing participatory process
- Proactive and able to handle assignments with adequate supervision.
- Excellent skills and knowledge in computer, particularly Excel and Word.

BEHAVIOURS & MOTIVATIONS

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

Qualifications: Bachelor's degree in related field – Accounting/Financial Management or the equivalent.

Line Manager

Date:

Employee

Date: