

Job profile

FINANCE OFFICER

**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

Practical Action exists to enable lasting change to the systems that keep people in poverty and vulnerable to the impacts of climate change and nature loss; working alongside communities to create resilient livelihoods and thriving, inclusive societies.

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 minimising 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 organisations. 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.

JOB PROFILE

Responsible to: PAC Business Head, Nepal

Matrix Managed by: Consultancy Contracts and Finance Manager

Grade: 5

Line Manages and responsible for: NA

Location: Kathmandu

Purpose, Scope and Relationships

The purpose of the role is to provide support to the PAC Business Head in decision making relating to finances and contracts of Nepal; monitoring and tracking of PAC Nepal contracts; formulating budget for uploads, overseeing and supporting the financial proposal before submission; preparing statutory reports and monthly financial reports; and ensuring compliance and liaising with Auditors for audit clearance.

The scope is to be responsible to advise in contract financial negotiation and support in preparing financial proposal; be the focal person for PAC Nepal for all financial issues; issue invoice timely and prepare financial reports following milestone of the contracts; forecast the financial position of the PAC Nepal and maintain Cash Flow and ensure legal and audit compliance are met.

The key working relationship is with the PAC Nepal team, the Consultancy Contracts and Finance Manager and the Finance & Services unit. The role will engage and collaborate with implementing partners and auditors.

Job Functions and Responsibilities

Financial Management

- Ensure compliance of Financial Policy and Procedures of Practical Action.
- Take appropriate measures to avoid financial fiduciary risks.
- Prepare monthly financial report of PAC Nepal.
- Responsible for preparing Financial Reports on time.
- Processing of client invoices as per contractual clauses.
- Processing statutory and other payments of the vendor, staffs and consultants timely.
- Responsible for day to day account keeping and maintaining accurate books of accounts.
- Reconcile bank accounts, vendor accounts and other ledgers periodically of the Company.
- Be updated on taxation Laws of Nepal, other laws applicable to the Company.
- Tax Planning of the Company, calculate taxes and timely deposit of all TDS and taxes in the concerned tax office timely

- Annual Tax return filling, Monthly VAT return filling, Monthly TDS return filling and Annual Company Registrar Report filling.
- Support and coordinate in auditing process and Board Meetings to review PAC's financial reporting systems and policies to ensure that the accounting reports are accurate, complete and prepared in accordance with Nepal Financial Reporting Standards.

Contract Management and Tracking

- Responsible for the compliance of consultancy procurement clauses, policies and regulations of clients.
- Responsible for preparing financial proposals in coordination with business development team to submit bid documents.
- Responsible to ensure that the project budgets are reviewed timely and provide comments to relevant stakeholders.
- Prepare and provide contracts to sub-contractors, consultants and vendors.
- Responsible for project tracking and of deliverables i.e. reports and invoices as per contract and monitoring of contract amendments.

Administration and Services

- Ensure compliance of procurement and inventory management.
- Ensure effective internal control systems.
- Liaise with the vendors, banks and consultants as necessary.
- Provide feedback to formulate/review policies and procedures of the Company.
- Support People and Culture in maintaining personnel files and staff database.
- Keep records of the minutes and other proceedings.

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 behavior based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion.

PERSON PROFILE

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

EXPERIENCE & KNOWLEDGE

- At least three years' work experience in a related field
- Auditing experience will be an advantage
- Good knowledge on computing skills and accounting software
- Strong communication, analytical and report writing skills with fluency in spoken and written English and Nepal
- Enthusiasm to work with a multi-disciplinary / cross cultural team
- Willingness and enthusiasm for working with rural and vulnerable communities living in remote areas of the country

BEHAVIOURS & MOTIVATIONS

The most important practical behaviors, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

Qualifications: Bachelor's degree in business studies, accounting or ACCA.

Line Manager

Date:

Employee

Date: