

Job profile

ACCOUNTS ASSOCIATE

**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 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 changemaking 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.

Responsible to: Accounts Specialist**Grade:** 4**Line Manages:** N/A**Unit:** Finance and Services**Location:** Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose of the role is to provide accounting services to staff and vendors, handle petty cash, make payments to service providers, partner organizations and staff, support staff on opening bank accounts as necessary and support for project / statutory audits maintaining filing system in the finance section.

The scope is to be responsible to make timely payments to vendors, partner organizations and staff (within 3 working days); settle travel and other advances of staff promptly; opening bank account and retirement fund account of new staff (within 7 working days) and deposit ARF; deposit deducted tax of staff and vendors on time; handle petty-cash register in accordance with organizational policy and support on audit processing-project audit and statutory audit and maintaining the finance section's filing system.

The key working relationship is with the Finance & Services unit. The role will engage and collaborate with all staff, international staff and external visitors.

Job Functions and Responsibilities

- Payment Processing, advancing and settlement
- Collect invoices/bills and make payments ensuring the prevailing financial rules and regulations of Practical Action.
- Arrange for fund transfers against the instalment payment to partner organizations and other service providers as and when necessary, within 3 working days of payment request received.
- Process travel, and other expenditure claims of staff complying the policies and procedures.
- Provide payment/transfer slip to vendors and partner organizations where required.
- Deduct tax from the source while making payment, deposit tax on time, enter tax record online in proper heading and provide tax deposit record as per the request of vendors.
- Processing for new staff's bank account and retirement fund account opening within 7 working days of staff joining.
- Provide Advances to staff and get it settled on time
- Make travel and other advance payment to staff as per need and settle it as per organization's policies.
- Handle Petty-cash book

- Keep financial documents and records of Practical Action and Partner Organizations safely to meet the Group and Country requirements.
- Assist on monthly reporting and audit processing
- Undertaking any other duties as directed by line manager.
- 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.

Organisational 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

PERSON PROFILE

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

EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Two years of related work experience in development organisations • Good knowledge and skills in computing and accounting software • Interpersonal verbal and communication skills • Enthusiasm to work with a multi-disciplinary team • Willingness and enthusiasm for working with rural and vulnerable communities living in remote areas of the country.
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BEHAVIOURS & MOTIVATIONS	<p>The most important practical behaviors, for role success are:</p> <ul style="list-style-type: none"> • Completing • Collaborative • Creative • Dynamic
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- **Qualifications:** Bachelor's degree in business studies or any related field

Line Manager

Date:

Employee

Date: