



[Project Finance & Administration Officer]



CBM Global Nepal

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www.cbm-global.org

Recruitment Pack

CBM Global Nepal

CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential. CBM initiated its work in Nepal since 1982 and supports a diverse mix of national partners engaged in Inclusive Eye and Ear Care, Rehabilitation, Education, and Social Inclusion of persons with disabilities.

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

The Role

Project Finance and Administration Officer

Reports to:

Livelihood Project Manager

Job Overview

The Project Finance and Administration Officer is responsible to manage overall financial and administrative functions of the anticipated USAID Inclusive Livelihood Project in close coordination with the project team and the country office finance and administration team. S/he ensures smooth financial management of the project along with effective administrative support and cost-effective and timely procurement of good and services, in line with the CBM Global and donor policies and procedures. S/he works closely with the partners and guides, supports and build capacity of the partner staffs in grants and finance management.

This full-time position supports the project and CBM global finance and operations team in compliance with statutory requirements, donor and CBM Global practices.

Based: This position will be initially based in Nepalgunj and will shift to Kathmandu afterward.

Hours: Full Time

Salary range: Competitive

Responsibilities and Duties

1. Finance:

- a) Oversee day to day financial operations of the project.
- b) Establish and implement financial standards and procedures in line with organisation and donor policy and guidelines.
- c) Carry out field accounting and ensure accurate and timely preparation of monthly expenditure report.
- d) Review and check bills, agreement and all supporting documents and ensure they are properly documented.
- e) Prepare monthly project plan budget in collaboration with the Project Manager.
- f) Ensure accurate and timely payment and recording of all project financial, accounting, treasury, and local tax transactions, as well as reporting and allocation of project costs in close coordination with the finance manager.
- g) Design, monitor and implement systems of internal control that safeguard donor's assets and lead the process of implementing sound accounting procedures.
- h) Generate regular project financial updates for office staff and the finance manager.
- i) Work closely with the sub-awardees on the financial and administrative management of the project.

2. Administration and Procurement:

- a) Manage activity start-up and support initial work planning process.
- b) Serve as liaison to the project, government and other business vendors.
- c) Maintain effective liaison with stakeholders, keeping related contracts & legal agreements properly documented and up to date.
- d) Coordinate implementation of contracts/procurement procedures; participate in bids and technical and cost evaluations; and perform due diligence for awarded procurements in close coordination with country office administration department.
- e) Ensure cost effective and efficient procurement of goods and services in accordance with CBM Global and USAID procurement procedures, as well as security of valuable equipment.
- f) Anticipate needed supplies, preparation of supply requisitions & verify receipt of supply.
- g) Process vendor invoices for payments.
- h) Provide logistic and administrative support to program staff.
- i) Maintain electronic and physical files organized and up-to-date.

3. Grants management:

- a) Ensure grants/contracts are well administered and that program and support teams are fully informed of relevant donor compliance regulations and organizations procedures to support on-track, on-time, and on-budget implementation.
- b) Provide technical support and mentoring to grantees unaccustomed with the complexity and restrictions of USAID funding in an effort to build the capacity of grantees to effectively manage their grants; interface with grantees and vendors to ensure grantee understanding and compliance with all CBM and USAID rules and regulations.
- c) Review all grant/procurement activities for compliance with program policies and USAID regulations.
- d) Monitor grant activities during their implementation to ensure on-time and high-quality delivery of goods and services; provide continuous assessments of grantee performance against project objectives.
- e) Coordinate with country office team in monitoring and managing subcontracts.
- f) Support and train sub-partners on sub-grant management and assist in reviewing sub-grants agreements.
- g) Involve in developing and embedding best practices to comply with donor financial rules.
- h) Support donor proposal budgeting, analysis of institutional income, donor contract expenditure tracking.
- i) Monitor and inform management of the key risks.
- j) Contribute to the implementation of improved financial systems and processes to facilitate better donor reporting and compliance.
- k) Coordinate regular grant monitoring, using appropriate grant management tools and through facilitation and support of regular and timely Grant Review, Opening, and Closing Meetings.

4. Partner Support and Capacity Building:

- a) Conduct periodic financial monitoring of the partners, recommend action plan for required improvements and support in implementation of the same.
- b) Ensure partner staffs are aware and adheres to the statutory regulations, CBM and donor policies and guidelines.

- c) Provide required support to the partners for effective management of project finances, preparation of financial reports and others as required.
 - d) Provide needed training and orientation to the partner finance staff and support in their capacity building in the areas of administrative and financial management.
5. Humanitarian Action:
- a) In case of Emergency in the country and requirement of the organization you should be flexible to deploy in the emergency response management initiatives as per the requirement of the organization.
6. Safeguarding:
- a) Accountable for ensuring that all children and adults who come into contact with CBM's programmes, are safeguarded to the greatest extent possible.
 - b) Responsible for ensuring compliance to all aspects of the CBM Global Safeguarding and Prevention of Sexual Exploitation, abuse and harassment policies and associated standards and procedures.

Key outcomes expected from this role

- 1. Project finance and administrative tasks carried out smoothly contributing to efficient project implementation.
- 2. Strong financial discipline aligned with CBM Global's and donor standards.
- 3. Problems and challenges in grants and financial management timely identified, reported and addressed.
- 4. Financial process and procedures improvised based on learnings and feedbacks.
- 5. High quality support provided to the partners for efficient financial management.

Person Specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

CBM Global Nepal welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience and knowledge

- Minimum 3 years of working experience in International NGO in finance and operations.
- Knowledge of USAID policies and practices and direct experience managing finances and administration of a USAID-funded project.
- Familiarity with grants management and project finance management, including financial controls, accounting, auditing, as well as reporting on accruals, pipelines and expenses. etc.

Skills/competencies/personal qualities

- Abide by and display CBM core values in all aspects of work;
- Flexible approach to work demands;

- Ability to work in teams and collaborate with staff at all levels;
- Willingness to learn, change and adapt;
- Well organized with the ability to multitask;
- Cultural awareness and sensitivity.
- Self-professional management skill in little supervision.
- Practical computer skills (Microsoft word, Excel, PowerPoint and internet);
- Good Communication Skills in English (oral & written);
- Nepali typing skill is the must;
- Knowledge of disability related issues will be an asset*
- IT skills desirable*

Qualifications, training, and education

- Masters/PG degree in management or any other related field;

Employee Benefits

- All full-time employees are entitled to the following benefits.
 - 10% Provident Fund and 10% Gratuity monthly contribution to the Social Security Fund.
 - Festival Allowance equivalent to one month salary (on pro-rata basis).
 - Leave entitlement of 18 days annual leave, 12 days sick leave and 3 days casual leave per year.
 - Group Accidental Insurance equivalent to NPR.7,000,000.
 - Medical Insurance to staff and immediate family equivalent to NPR.400,000.
 - Mobile Phone with office number (monthly top-up provided).
- As part of its commitment to its work with people with disabilities, CBM Global Nepal aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global Nepal is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview. You may have to complete a written test or any other skills test as part of the recruitment process.

Diversity Policy Statement

Our workplace promotes an inclusive and accessible environment that supports all staff to thrive, with provision of reasonable accommodation for employees with disabilities where needed.

We believe that the success of any organisation depends upon its people and their diverse abilities, skills, languages, cultures, and backgrounds. The greater diversity in the staffing of people with different lived experiences helps promote innovation, creativity, and smarter solutions to the constantly changing environments in which we work.

Employment Checks

CBM Global Nepal is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and two to three references satisfactory to CBM Global Nepal.

How to apply

Closing date: 21 August 2022

Please follow this [LINK](#) to apply:

Kindly upload your completed Application Form and the Curriculum Vitae (no more than two pages) in our ATS system (link above). The Application Form can be downloaded from the ATS system or CBM Global website. There is space on the Application Form to include a cover letter, so there is no need to provide a separate cover letter.

For any queries or confusion, please write to recruitment.nepal@cbm-global.org

We look forward to receiving your application.