

Job Description

Job title	Finance Officer
Department	Programmes
Location	Kathmandu, Nepal
Post holder	
Reporting to	Finance Manager
Responsible for	
Liaison with	Options Staff, members and partners
Hours	40 hours per week
Type of contract	Fixed term
Background	
<p>Nepal Health Sector Support Programme (NHSSP) is funded by the UK Department for International Development (DfID) and is being implemented from March 2017 to December 2020. It is designed to support the goals of the National Health Sector Strategy (NHSS) and is focused on enhancing the capacity of the Ministry of Health (MoHP) to build a resilient health system to provide quality health services for all. The capacity enhancement of organisations, systems and people will be achieved through nuanced and responsive approaches that build on a deep understanding of the MoHP in Nepal.</p> <p>The programme is managed by four core partners: Options, HERD, Miyamoto International and Oxford Policy Management (OPM). Under Options' overall leadership, we have designed a Nepali-led One Team approach that ensures each partner contributes to the planning and delivery of the programme with a shared focus on achieving results for DfID and Government of Nepal (GoN) over the next four years. Consortium partners will jointly plan and monitor progress towards the overall programme objectives, drawing on their respective areas of expertise.</p> <p>The programme consists of five work streams: health policy and planning; procurement and public financial management; service delivery; evidence and accountability; and health infrastructure. Each work stream will be managed by a lead advisor, and consist of several specialists or coordinators each with clearly defined responsibilities. The long-term staff of each work stream will be supported by short term technical assistance (STTA), to provide specialist expertise, and the resources needed to implement on the ground. Each work stream will be integrated and managed by a team based in Kathmandu and "embedded" with the GoN. Staff members from each consortium partner are located across four technical work streams to avoid a siloed approach to programme delivery. The Team Leader will facilitate joint approaches to ensure the inputs are coherent across the team.</p>	
Main purpose of job	
<p>Based in Kathmandu, the Finance Officer will provide support to the Finance Manager in accounting and financial management. S/He will work closely with Logistic assistant & Office Manager for the procurement of office goods and equipment including logistic arrangement for workshops and other support services.</p>	
Main duties	
<p>1. Accounting support:</p>	

- Collect invoices of office services/supplies/utilities and properly check, prepare and ensure timely payment.
- Support Finance Manager to ensure all payments are checked and made in a correct and timely manner.
- Support Finance Manager in preparation and disbursement of advances to staff for staff field visits in relation to their travel order forms; follow up on these advances as required.
- Distribute monthly statements of staff advances to staff and ensure their timely clearance and refund of any unused advances.
- Provide professional support and feedback to advisers on managing their advances and other financial matters as appropriate.
- Support Finance Manager in preparation the programme's monthly accounts and financial statements. This will include preparing and posting vouchers, expenditure reconciliation, contractual payments, and other related records.
- Ensure that the correct financial procedures are followed to a standard acceptable to Options and report any discrepancies or deficiencies in procedures or systems to the Finance Manager, Programme Manager and Deputy Team Leader.
- Report any financial irregularities to Deputy Team Leader as soon as they are noticed.
- Monitor expenditures under consultant contracts, ensuring that all expenditure is according to prior agreements

2. Procurement:

- Responsible to ensure all the equipment & other items are purchased according to NHSSP rules & regulations to meet audit standards.
- Work with Logistics Assistant to obtain quotations for all equipment/supplies required by the office.
- Discuss the specifications of items to be procured with the concerned GHITA team member.
- Prepare comparative charts of the prices of items to be procured and coordinate with the Finance Manager to evaluate quotations.
- Responsible for purchasing, auction and selling of Project Assets and accessories if necessary, as agreed with and oversight of Finance Manager and Deputy Team Leader,
- Responsible to get comparative chart of office services and supplies from Office Manager and to evaluate and submit to Finance Manager as well as to take for the further action.
- Responsible to ensure the quality of supplies for vehicle parts and servicing materials.

3. Other responsibilities:

- Undertake any other tasks as reasonably requested by the senior management