

Term of Reference

1. **Job Title:** Finance Controller
2. **Level/Step:** Eight
3. **Duty Station:** AMDA Nepal, Central Office, Kathmandu
4. **Start Date:** 2075/05/01

5. **Background information:**

Please read in AMDA Nepal's website www.amda.org.np, orientation/induction pack, brochure and other materials for detail information.

6. **Reporting, Management and liaison:**

- a. Report to the OIC.
- b. Line manages finance unit staff.
- c. Maintain close liaison with the AMDA Nepal team, Government of Nepal, Donor Agencies and the stakeholders.

7. **Job Purpose:**

- a. Manage and provide dynamic leadership role for the financial management of the AMDA Nepal activities.
- b. Develop budgets and financial plans for the programs of AMDA Nepal based on the research and data reports.
- c. Developing financial strategy, including risk minimization plans and opportunity forecasting.
- d. Monitoring, supportive supervision and back stopping for all financial unit.
- e. Maintain smooth working relationship and coordination with the government agencies, donor agencies and all stakeholders.
- f. Report to the OIC, treasurer and the government bodies (as required).

8. **Major Responsibilities and Duties:**

A. **Planning, Development and Management**

- i. Responsible for the AMDA Nepal overall financial management.
- ii. Take proactive role in developing and preparing financial plans, policies and approaches for the smooth implementation of activities.
- iii. Provide dynamic leadership to ensure the development of programmatic and financial strategies and achievement of the organization goals/objectives.
- iv. Provide clear orientation to the staffs about their roles and support/guide them in the programme planning, implementation and monitoring, with particular emphasis on cost and impact effectiveness.
- v. Prepare financial proposal for good quality programme as required.

B. **Monitoring, Reporting, Liaison and Coordination**

- i. Supervise and manage all the works of finance unit staff.
- ii. Prepare and circulate the high level financial reports (monthly, periodic and annual) and analysis to identify results, trends, and financial forecasts.
- iii. Manage cash flow by tracking transactions and regularly reviewing internal reports.
- iv. Improving efficiencies and reducing costs across the organization.

- v. Suggest updates and improvements for accounting systems, including payroll and invoicing.
- vi. Mentoring and training on financial management. Supervise and manage financial unit staff, including accountants and cashiers by clarifying roles and providing helpful feedback
- vii. Establish and implement financial processing, recording and reporting systems to comply with statutory government law including tax regulations.\
- viii. Establish and implement financial reviews and providing financial prioritization advices.
- ix. Conduct internal audit and report to the respective coordinators, including the office management.
- x. Review all financial plans and budget regularly to look for cost reduction opportunities.
- xi. Facilitate the final/statutory auditing to be conducted by an independent audit firm. Provide management response on draft audit report ensuring the compliance with all AMDA regulations and standards to comply with Nepal governments laws/regulations as needed. Submit final audit reports to the concerned government agencies on time.
- xii. Create systems to prevent errors in data collection and calculations.
- xiii. Oversee all accounts under AMDA Nepal.

C. Resource Management

- i. Control and manage all the financial issues.
- ii. Develop proper finance/resource management systems and monitoring tools based on the Government and AMDA financial guidelines to ensure that they are used properly and the necessary financial information is accurately available for Government, other donors and AMDA – Nepal as and when required.
- iii. Ensure adequate flow of funds to the programme development by producing good quality financial and programmatic reports to Government and other donors.
- iv. Take lead in developing and maintaining systems and monitoring to control the use of all non-financial resources (assets, property, equipment etc.).
- v. Build effective teams, develops motivation and commitments on them and works to maintain a sound team relation with high morale among the staffs.
- vi. Ensure project management and procedural guidelines are fully operational. Provide feedback to program unit for the review/revision of policies and practices, as needed.

9. Others

- a. Ensures the admin/financial rules/regulations of AMDA Nepal are thoroughly followed.
- b. Ensures the terms/conditions specified in the agreement and sub-agreement with the donor agency and partner organizations are thoroughly followed.
- c. To perform other duties as per the instruction of line Manager.

10. Person specification

- a. Chartered accountant or equivalent with respective council registration.
- b. Demonstrate leadership and teamwork skills
- c. Has logical planning and problem solving skills
- d. Excellent spoken and written skills in Nepali and English languages.

- e. Must have computer skills (Word Processing and Spreadsheets, PowerPoint's, Software etc).
- f. Excellent report writing and presentation skills and interpersonal relationship.
- g. Willing and able to work long hours in fairly demanding conditions.

11. Terms and condition of employment

- a. Initial one-year contract (renewable as per the need and performance)
- b. Salary and other benefits (as per rule)
- c. Probation period: one year
- d. The Job description is tentative and may change as required.
- e. ToR will be revised as per need.