

AMDA Nepal
AMDA Institute of Health Science
Damak, Jhapa

Terms of Reference

A. **Type of Employment:** Special Service Agreement (Time based employment)

B. **Job title:** admin/ finance Officer

C. **Level:** 6th

D. **Location:** AMDA Nepal, AMDA Institute of Health Science

E. **Date:** 2082-08-10

F. **Reporting to:** Principal

G. **Background**

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a chapter of AMDA-International, Japan and was officially registered in the government office as a NGO in 1990. It is a humanitarian, nonprofit-making, non-political, non-sectarian, Non-Governmental Organization working with its mission to promote the health and well-being of the underprivileged and marginalized people under the slogan “Better quality of life for better future”.

H. **Job Purpose:**

1. Secretarial and administrative/financial work.

I. **Critical Responsibilities and Duties:**

1. Prepare (hand writing and typing) meeting notes.
2. Prepare/typing official correspondences/circulars/letters.
3. Maintain proper records and safeguard all the official consignments, correspondences sheet.
4. Maintain staff information both in software and personal file
5. Maintain confidentiality of official correspondences and personal information.
6. Prepare annual budgets and monitor budget utilization.
7. Develop financial strategies aligned with institutional goals
8. Ensure accurate and timely preparation of financial statements and reports for internal and external stakeholders
9. Maintain compliance with accounting standards and tax regulations
10. Manage cash flow and bank transactions, ensure timely deposits/payments
11. Authorize payments and ensure proper documentation
12. Coordinate internal and external audits
13. Prepare academic and financial annual reports

J. **General Responsibilities and Duties:**

1. Follow-up progress of official decisions and annual/periodic workplan.
2. Maintain accurate and up-to-date financial records in accordance with institutional and regulatory standards
3. Prepare vouchers, receipts, and payment documentation
4. Supervise and guide cash transactions and maintain proper documentation

5. Oversee procurement processes and maintain financial records for purchases
6. Monitor inventory and asset management from a financial perspective
7. Maintain timeline record of task assignments its progress.
8. Maintain/schedule meetings/appointments.
9. Check outside/outside's notice and information and report to the concerned branch/units.
10. Manage and ensure that all the incoming and outgoing mails info are well distributed on-time to the concern units.
11. Prepare various types of agreements and contracts of goods and services using standard template.
12. Arrange and maintain records of the attendance/leave/timesheet record of staff.
13. Periodically update the personnel record and safeguard the personal file of the staff working and/or employed in the HR system.
14. Prepare and submit quarterly/annual procurement plan, workplan/flowchart of the other regular/planned duties.
15. Prepare periodic news and narrative reports.
16. Supervise admin/finance subordinates and provide guidance for efficient operations.
17. Perform other duties as per the instruction of line manager.

K. Terms and condition of employment

- 1.**Type of Employment:** Time based employment (Special Service agreement).
- 2.**Post:** Admin/finance officer
- 3.**Initial duty station:** AMDA Nepal, AMDA Institute of Health Science, Damak Jhapa
- 4.**Duty Hour:** At least 42 hours a week; from 10:00am to 05:00pm, Monday to Friday.
- 5.**Job Description:** As specified in section G, H and I.
- 6.**Salary, benefits and allowances:** (per month/assignment)

a. Minimum salary:	21531
b. Cost of living allowance (COLA)	12919
c. Gratuity/Insurance:	2153
d. Provident Fund:	2153
e. Festival allowance:	1794

Gross: NRs. 40550 per month

Income/wage tax in affect will be applicable as Tax Deduction at Source (TDS).

- 7.**Leave:** sick leave (max. 6 days per Six months) and Ghar bida (max.1.5 per month), the remaining balance at the end of employment will not be compensated.
- 8.**Holidays:** Office will remain closed as per the holiday's calendar of AMDA Nepal. AMDA can deploy staff to continue their work during weekend and public holidays for the emergency and urgent services.
- 9.**Validity and Termination:** Maximum for Six month. Employment contract can be terminated by either a party, giving written notice of one-month. It can be terminated with immediate effect as a disciplinary action that includes the breeching of the code of conduct. No further notice shall require to end/terminate special service agreement on the last date of the validity.

K. Person Specification

1. Essential Qualification and Skills

- a. Minimum qualification: Bachelor's degree in Finance, Accounting, or Business Administration (Master's preferred).
- b. Minimum 3–5 years of experience in financial management, preferably in academic or health institutions.

2. Preferences:

- a. Similar work experience.
- b. Proficiency in accounting software and MS Office (Excel expertise required).
- c. Strong knowledge of Nepal's financial regulations, tax laws, and audit requirements.
- d. Good enough knowledge in software and IT
- e. Good typing skill both in Nepali and English languages.
- f. Fluency of spoken and written skills in Nepali and English.