

Terms of Reference for Finance Officer

Federation of Nepali Journalists (FNJ) is undertaking two projects Civil Society: Mutual Accountability Project (CS:MAP) supported by USAID/FHI360 and Democracy Dies in Darkness: Promoting safe, professional, independent and accountable media for the promotion of human rights, democracy and peace in Nepal (Safe Media Project) supported by European Union and in collaboration with International Alert.

The major duties of the Finance Officer under the project are to

- Manage all the financial activities of the project
- Keep records of all the financial transactions of both the projects on Tally and True Book.
- Ensure proper procurement procedure including all the needed supporting documents
- Prepare monthly and periodic financial reports and submit to the funding agencies
- Ensure timesheets and leave records of project staffs
- Keep physical assets register and inventory record
- Ensure timely payment of tax.
- Assist in statutory audit of the organization.

Qualifications, Experience and skills

Mandatory

- Bachelors' degree in Management, Finance, Business Studies, Commerce or any other relevant field
- At least five years of experience in similar position in similar organization
- Sound knowledge of accounting packages including Tally and True Book
- Skilled in Microsoft Office, especially MS Excel
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Sound knowledge of Nepali Tax Laws

Desired

- Masters' Degree in Management, Finance, Business Studies, Commerce or any other relevant field
- Knowledge of program management in development sector
- Familiar with the journalism and media sector of Nepal

Duty Station and Hours

The Finance Officer will be stationed at the FNJ headquarters in Kathmandu with frequent travel to project districts. The duty hours of the Finance Officer will be as per the policy of FNJ.

Reporting

The Finance Officer will report to the Program Manager of Respective projects.