



## Administration and Finance Manager

- **Vacancy for:** 1
- **Posted on:** July 23, 2018
- **Deadline:** Aug. 3, 2018, 5 p.m.

**Duty Station:** Kathmandu, Nepal (with some travel in Nepal)

**LOE:** Full time

**Start Date:** August 2018

### Background and Objectives:

Louis Berger seeks an Administration and Finance Manager for a programme that will work with both the public and private sector to improve the provision of skills development programmes in Nepal. The programme will enhance the ability of Nepalese workforce to find better jobs for the following key sectors: ICT, Hospitality/Tourism, Agriculture, Light Industry, Construction, Hydro-Power.

### Role:

The Administration and Finance Manager will be responsible for overseeing all financial accounting and general office services for a high-quality, results-oriented project. S/he will be responsible for maintaining the programme's financial integrity, preparing all financial reports efficiently and in accordance with generally accepted accounting principles, local government regulations, Louis Berger policies and procedures, and donor requirements throughout the life of the project.

### Key Tasks:

**The key responsibilities of the Administration and Finance Manager is as follows:**

- Manage the accounting, finance and administration components of the program, including the various petty cash funds and field office finance, accounting and administrative activities;
- Ensure consistency with Louis Berger's standard operating procedures, policies and accounting principles
- Develop procedures for monitoring and analyzing project budgets, which allow accurate projection of expenditures and comparisons of actual and budgeted spending
- Coordinate monthly requests for funds, based on budget and cash flow projections, to ensure the project has all necessary funds for operations
- Coordinate and oversee program tendering and procurement activities in country
- Ensure financial reporting is in accordance with DFID's contractual requirements
- Advise project staff on financial health through the provision of regular and timely financial expenditure reports
- Review and approve all vouchers prepared by the finance officer (disbursement, receipt and general journal vouchers) for expenditures and ensures that expenses are reasonable, allowable and allocable to the project;
- Review and approve field office fund request;
- Oversee payroll procedures for national staff, administer payroll, and monitor employee time keeping
- Develop and implement office administrative and personnel systems;
- Maintain financial controls and procedures for the management of funds and sub awards/ contracts
- Liaise with the Team Leader/ Deputy Team Leader to ensure the project needs are being met in terms of accounting, contracts, human resources, IT, and operations
- Supervise project staff and consultants working on finance and administrative for the project
- Monitor consortium and partners' management of funds and cross check source documents
- Maintain financial files and support annual audits

### Reporting:

- Candidate will report to the Team Leader

### Minimum Qualifications:

- Education: Bachelor's degree in Accounting, Finance or related field
- Knowledge of the Government of Nepal's taxation policies, laws etc.
- A minimum of 5 years' progressive financial management and grants management experience on international development projects;
- At least 3 years' experience with financial management of a DFID funded programme;

- Demonstrated effective interpersonal skills, creative problem-solving, conflict, ethical management skills and excellent written and oral communication skills
- Strong analytical and computer skills, especially with accounting software, spreadsheets and financial analysis
- Strong written and oral communication and presentation skills in English and Nepali

### **Applying Procedure**

Interested applicants are requested to send their CVs and a cover letter to [SEP\\_Recruitment@louisberger.com](mailto:SEP_Recruitment@louisberger.com) by **COB, Friday, August 03, 2018.**

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