



Finance and Human Resource Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 1, 2017, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : senior
Job Location : anamnagar, kathmandu
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

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Job Description

The Better Brick Nepal (BBN) Program:

The Better Brick - Nepal Program is collaboration between the Global Fairness Initiative (GFI), GoodWeave, and 11 local Nepali NGOs, supported by Humanity United. The program's objective is to incentivize kilns to eliminate bonded, forced, and child labor in the brick industry by increasing market opportunity and improving enterprise viability. Better Brick - Nepal is achieving this objective by utilizing a "tiered" system of engagement to differentiate levels of progress towards improving working conditions, as defined by the Better Brick - Nepal Standards, the program's levels of engagement and investment on each kiln, and intensities of market facilitation and promotion for the kilns. Better Brick - Nepal currently has 40 partner kilns, which fall into three tiers - Participant Kilns, Member Kilns, and Certified Kilns. By staggering engagement and investment based on performance, the program can partner with more kilns, more quickly. In addition, by marketing Member and Certified Kilns, the program can start to add in suppliers to meet the increased demand, while also ensuring that a zero tolerance policy on child labor is upheld.

Better Brick - Nepal's specific objectives are:

- Support kilns in sustainably improving working conditions on their kilns and ultimately help them become a viable enterprise that is certified as a Better Brick Kiln
- Create a market segmentation for "Better Bricks" and secure buyers interested in purchasing socially-responsibly produced bricks
- Generate awareness around the challenges brick workers face among public consumers, policy makers, and decision makers to galvanize support for improving working conditions on brick kilns and creating a market preference for Better Bricks,
- Implement a multi-stakeholder engagement strategy to segment the brick market and drive a set of policies and practices that incentivize the production of Better Bricks.
- Creation of a local entity - Better Brick Nepal - and strengthening of its capacity to manage the program and supporting initiatives

Roles and Responsibilities:

This position is responsible for maintaining and enhancing GFI/Nepal's financial and human resource systems, policies, and programs. It is anticipated that the majority of the Finance and Human Resource Manager's time will be spent on the financial responsibilities and only about 25% of their time will be dedicated to the human resource responsibilities.

Financial Management Systems and Policies:

- Maintain and enhance GFI/Nepal's accounting, financial management, and budgeting policies and procedures
- Ensure proper documentation and procedures are followed and are in line with GFI/Nepal's systems, policies, and procedures and Nepali laws and regulations
- Work closely with CD, COO, and GFI's Program Director (at Headquarters) to ensure the effective and efficient management of all financial processes
- Recommend improvements to CD, COO, and GFI's Program Director (at Headquarters) on strengthening internal control processes, policies, and procedures to maintain the financial strength of the organization
- Implement control system for financial integrity of GFI/Nepal in line with GFI/Nepal's systems, policies, and procedures
- Communicate relevant GFI/Nepal policies to partners for consistency and uniformity in financial management
- Maintain banking relationships
- Ensure successful outcomes in annual audits, as required by Nepali law
- Any other duties, as assigned

Budgeting and Financial Analysis:

- Work closely with senior management, staff, and partners to create accurate budgets and projections for GFI/Nepal, GFI/Nepal's partners, programs, and grants
- Maintain budgets for GFI/Nepal, GFI/Nepal's partners, programs, and grants
- Track all financial transactions of GFI/Nepal in line with GFI/Nepal's policies, procedures, and Nepali laws and regulations
- Support the development of operating budgets for GFI/Nepal as well as program budgets for partners and grants
- Routinely analyze budget projections, expenditures, and surplus/deficits and highlight relevant issues or risks to management in a timely manner
- Any other duties, as assigned

Capacity Development of Partner Organizations:

- Develop and manage reporting system for effective monitoring of partners' financial management
- Oversee the appraisal of financial and internal control systems of partner organizations and recommend areas for improvement
- Monitor partners to ensure their financial integrity within GFI/Nepal's framework of policies and procedures
- Support partners, where necessary, in developing financial policies or procedures that are in compliance with GFI/Nepal policies
- Support in the capacity development of partners and staff around strong financial management practices, policies, and systems
- Any other duties, as assigned

Reporting:

- Provide monthly expenditure reports to GFI Headquarters that includes tracking expenses against relevant budgets
- Provide semi-annual reconciliation of program partners expenses to GFI Headquarters against relevant budgets and projections
- Provide expenditure reports, budget projections, and other budget analysis for programs to GFI Headquarters to satisfy donor reporting requirements
- Any other duties, as assigned

Human Resource Management:

- Maintain and enhance GFI/Nepal's human resources by planning, implementing, and evaluating employee relations and human resource policies, procedures, and practices
- Maintain and develop up-to-date job descriptions for all current positions
- Oversee recruitment and hiring practices
- Ensure transparent and fair policies and procedures are developed and followed for employee reviews, merit-based increases, promotions, and terminations
- Manage employee evaluation processes, including annual reviews
- Maintains employee benefit programs and informs employees of benefits and notifies staff of any changes to policies or programs
- Ensure legal compliance by monitoring and implementing applicable human resource requirements as defined by national or local laws or regulations
- Maintain human resource records, ensuring appropriate processes are followed on confidentially

- Any other duties as assigned

Knowledge and Experience:

- At least 10 years of professional experience in finance, accounting, human resource, or other relevant fields if candidate holds Master's degree
- At least 15 years of professional experience in finance, accounting, human resource, or other relevant fields, if candidate holds Bachelor's degree
- Experience in donor funded program
- Proven experience in managing financial processes and systems in Nepal
- Proven experience in human resource management in Nepal
- Strong skills in MS Office and Accounting Software, including Quickbooks
- High-level of personal integrity, efficiency, and ability to balance multiple tasks and deadlines
- Strong ability to work cooperatively with diverse teams and stakeholders, including staff members, partners, and management
- Excellent interpersonal, networking, communication, negotiation and facilitation skills
- Strong problem solving skills and the ability to work well under pressure
- Strong oral and written communication and presentation skills
- Fluency in English and Nepali required

Organization: Global Fairness Initiative (GFI)

Project: Better Brick -- Nepal (BBN)

Country Focus: Nepal

Job Type: Full-Time Financial and Human Resource Manager (One year with three months' probation period)

Responsible to: GFI Country Director (CD) and Better Brick – Nepal Chief Operating Officer (COO)

Duration: One year contract, with possibility of extension and dependent on grant funding

Compensation: Commensurate with Experience

Expected Starting Date: 1st week of August

TO APPLY:

Interested applicants are required to submit a detailed cover letter, along with their updated CV. to infonepal@globalfairness.org. It is mandatory to submit three (3) references. The Application deadline is **1st August, 2017** by 5pm.

*Application is being process on a rolling basis

OR,

Applying Procedure

Apply Link : <https://merojob.com/finance-and-human-resource-manager/>

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