



Finance and Logistic Officer

- **Vacancy for:** 1
- **Posted on:** Dec. 4, 2018
- **Deadline:** Dec. 10, 2018, 11:55 p.m.

Location: Nuwakot

Salary: According to the salary scale

Job Purpose: Finance and Logistic Officer under the direct supervision of Project Coordinator, WASH TL and technical guidance of Oxfam finance and Logistic team shall be responsible for managing the financial, accounting and Logistic functions of Oxfam funded Earthquake Recovery and Reconstruction Project's activities so as to accomplish the objective of the project.

Reporting Line:

Post holder reports to: Project Coordinator/WASH TL

Staff reporting to this post: N/A

Key Responsibilities:

Finance:

- Must gain in-depth knowledge on organization's vision, mission, objective, policies, principles, norms, rules/regulations, working modalities as well as clear understanding of the project specific concept, process and other requirements of the relevant project within maximum 2 months of the appointment
- Formulation of the district financial work plan, fund forecasting and support in project wise budget and activity plans in consultation with project team
- Co-ordinate with project team and Oxfam Nuwakot office to develop the effective financial and accounting management system
- Provide support and guidance to team in managing funds and financial and accounting system
- Ensures all advances are recorded in the advance system timely, act as co-signatory for the operation of the designated bank accounts of the project and others as deemed necessary
- Review payment vouchers to ensure all compliances, ensures local and national legal requirement relating to tax
- Ensure proper and timely maintenance of books of account and effective internal control system practicing in place
- Preparation and compilation of monthly, quarterly and annual financial reports to be submitted to the management/ Oxfam
- Preparation of Budget variance on monthly/quarterly basis for submitting to funding partner as well as to the Management for financial analysis
- Involve and support in procurement of goods and service and provide the technical support
- Systematic numbering and filing all the vouchers with its proper and organized supporting documents
- Guidance to Finance and HR assistant for preparation of payment vouchers and review it to ensure all compliances, ensure local and national legal requirements relating to tax, review payroll of staff for all adjustments and accuracy as directed by the policies, process and procedure
- Support to conduct the internal and external audit action plan and facilitate the team of internal and external auditors for auditing, prepare the response on the comments addressing the issues of audit report
- Undertakes whatever other tasks may be necessary for the smooth running of the project as directed by project team and funding partner Oxfam

General Logistics Duties:

- Ensure the works regarding rental and lease agreements and contracts
- Establish filing systems/archives according to organization standards in all offices with regards to logistics issues
- Assess performance of supervisee on semi-annual and annual basis (Performance Appraisal) and submit to Program Coordinator
- Undertake other duties as reasonably assigned by the Line Manager

Procurement Management:

- Manage and execute procurement of goods and services required for the organization following the guiding principles "Best Value for Money, Transparency, Accountability, Equal and Fair competition"
- Pro-actively work with thematic officer to identify major procurement plan development
- Maintain professional management of all suppliers including maintaining good supplier relations and supplier performance review against key performance indicators and framework agreements, regularly updating this information to country office
- Make suppliers aware of organizations values and their need to comply as part of agreements
- Contribute in the design, development, implementation and maintenance of procurement, purchasing, logistics and distribution directives, rules and guidelines, in order to achieve the most cost- effective processes for the

organization

- Establish a robust procurement system- fit for the future and harnessing the extraordinary engagement, diversity, talent and commitment of our people
- Produce management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of procurement services
- Establish “best value for money” is achieved through a competitive and transparent procurement process considering quality, availability, time frame, transport and storage costs
- Conducts all appropriate due diligence checks and risk assessments are carried out in line with organizational policy
- Implement logistics/procurement policies including supporting agencies requirements are followed all the time and pay attention for making zero non-compliances
- Update and develop qualified vendor list and monitor maintain record on performance of the vendor
- Operate and ensure day to day administrative work of organisation and mobilise staffs as per priority

Warehouse management:

- Ensuring to manage the warehouses, transport as well as the related administrative procedures by ensuring the gender equality, equity and mainstreaming
- Day to day updating and keeping of warehouse recording such as stock ledger, warehouse report, waybill, stock report and BIN card etc.
- Ensure that Organizations Logistics procedures are followed when during all processes related to stock management and those suitable tracking systems are employed and ensure quality control systems are in place
- Ensuring the warehouse is organized with clear segregation of stock

Skills and Competence:

- Bachelor’s degree in Management with proven 2 years of experience working in core financial and logistics management activities
- Strong numeracy skills and attention to details
- Strong analytical and conceptual thinking skills with a proactive approach to identifying and resolving problems and suggesting improvements
- Strong computer literacy, and proven experience of computerized accounting packages and using Excel Spreadsheets
- Previous work experience in an NGO environment and in basic Logistic functions/administration skills is an advantage
- Excellent activity planning, prioritization and implementation skills and commitment to deliver against agreed deadlines
- Ability to work in demanding situations under pressure in a team independently with minimum supervision and deliver against team objectives
- Excellent communication, interpersonal, influencing and persuasive skills
- Fluency in written and spoken English
- Good team player/builder and ability to manage staff
- Gender awareness, gender sensitivity

Other:

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

We are committed to ensuring diversity and gender equality within our organization.

Note: Applicants should clearly mention the applied position and program in the email subject. All email applications without clearly mentioned position will be disqualified.

Applying Procedure

Please send your updated resume with cover letter to vacancy.cardsn@gmail.com or drop your credentials in the below address by **24:00 hrs, December 10, 2018**

Office Address: Community & Rural Development Society Nepal (CARDSN)
Bidur-4, Battar Nuwakot (In front of Hotel Satanchuli Nuwakot)
Tel: 010-560437

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