



Finance Coordinator-Global Fund Programme

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 23, 2015, midnight

GRADE: 6

LOCATION: National Centre for AIDS and STD Control (NCASC), Kathmandu

TEAM/PROGRAMME: HIV and AIDS

POST TYPE: National Fixed Term

Child Safeguarding Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

ROLE PURPOSE:

Save the Children is the leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfill their potential. We work together, with our partners from civil societies and government, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We reached over two million populations and invested over 36 million US dollars in 2014 to reach more children than ever before, through programmes in Health, Nutrition, Education, Protection and Child Rights and Governance, Livelihood, HIV and AIDS, and Humanitarian crises.

The Finance Coordinator will be responsible for ensuring that the fiduciary risks are always at a minimum. S/he will be responsible for the overall financial management oversight of the Global Fund grant and will ensure timely completion of financial reporting obligations as stated in the grant agreement. S/he will also oversee administrative matters relating to the Global Fund Programme.

KEY AREAS OF ACCOUNTABILITY:

- Oversee all aspects of the financial management requirements and arrangements for the PR and the Service Delivery Points including data collection, accurate recording, and reporting of all financial transactions, review and analysis of reports, development of budgets, tracking of budgets, and reporting.
- Timely budget development and revisions in close coordination with the Project Manager, Director and Deputy CoP, Finance and Operations ensuring all compliances there on.
- Review and verify all financial reports submitted by the Service Delivery Points, making sure that these are in accordance with the Global Fund and Government of Nepal financial management and reporting procedures and internationally accepted best practices. Consolidate these reports into the Progress Update and Disbursement Request/Enhanced Financial Reporting for submission to the Global Fund via the Local Fund Agent.
- Monitor funds absorption rate based on the analysis of trimester financial reports, review the monthly Budget vs. Actual (BvA) variance and advice to Project Team to address gap in burn rate if any during the reporting period.
- Prepare and submit the monthly and trimester financial reports to Save the Children International (SCI) as per the prescribed format by 5th of following month.
- Oversee the maintenance of complete and accurate financial and accounting documentation and records for review by the Global Fund, the Local Fund Agent, internal auditors, and external auditors from the Office of the Auditor General.
- Provide capacity building for the staff both at NCASC and at Service Delivery Points on financial planning, and budgeting. The capacity building should also cover training on the preparation of accurate financial reports in line with the Global Fund requirements.
- Revise and update financial management guidelines when necessary. Disseminate these updated guidelines to all Grant Management Unit staff and to the Service Delivery Points and provide subsequent training.
- Conduct financial on-site visits to ensure funds are spent in accordance with the approved work plans and budgets and that there is adequate supporting documentation maintained by the Service Delivery Points.

- Provide the primary point of communication on financial matters regarding the Global Fund grant. Draft correspondence and communications to Service Delivery Points regarding financial matters and responses to enquiries on reports, procedures, budget, and other financial matters.
- Provide support to the internal and external audit of the grant as well as the internal control processes within NCASC.
- Review the recommendations of the internal and external auditors, take remedial steps to address the issues, document the actions taken and report these to the Project Manager and Director.
- Oversight to the development, implementation and regular monitoring of an internal control programme to monitor performance of financial processes according to standards and to highlight any deviation from the approved policies and procedures.
- Provide guidelines on asset management, including maintaining an asset registry, tagging and safeguarding of assets, insurance of assets among others

QUALIFICATIONS AND EXPERIENCE

- Master's degree in Management, Commerce, Business Studies/Administration or related discipline (Professional qualification such as CA / ACCA or its equivalent is preferable)
- Minimum of 3 years (2 years for GSI group) of professional experience in Accounting/Finance and /or project financial management preferably in the health, social or finance sector.
- Excellent analytical, financial management and evaluation skills.
- Strong problem solving, analytical, and organisational skills.
- Knowledge and skill of computerised accounting systems.
- Good interpersonal communication and negotiation skills.
- A team leader and player with excellent planning and organisation skills.
- Ability to provide guidance to the finance team.
- Ability to perform and prioritise multiple tasks
- Ability to work on short deadlines and multi-task

Applying Procedure

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