

Finance Manager

STRENGTHENING SYSTEMS
FOR BETTER HEALTH

- **Vacancy for:** 1
- **Posted on:** March 6, 2018
- **Deadline:** March 22, 2018, 11:55 p.m.

Position No.: 1

Location: Kathmandu, Nepal Division: International Health (IHD)

Contract: Strengthening Systems for Better Health

Supervisor: Finance and Administrative Director

Under the supervision of the Finance and Administration Director, the Finance Manager provides a wide range of administrative and financial support to the project.

Specific **duties and responsibilities** include the following:

- Assist the F&A Director and Accountant with the timely submission of the ROV in accordance with Abt Associates procedures and policies.
- Scan and upload all financial documents into Abt's web based accounting software, ISMS
- Assists the F&A Director and Accountant with a preparation of payment vouchers and corresponding checks.
- Assists the F&A Director and Accountant with the review of invoices and expense reports before payment and following up with vendors and staff to gather back up documentation.
- Provide office administrative support including organization and facilitation for internal meetings, drafting agendas, and taking minutes;
- Maintain hard copy and electronic versions of a project archive, including contract and subcontract documents, client approvals, consultant documents, travel files, procurement files, project deliverables, project reports, and minutes of meetings. Be a focal person leading regular financial meetings with
- partners.
- Manage and document correspondences between project offices, the home office, the client, other partners, and stakeholders.
- Assist the F&A Director being a focal person for any internal and/or external audits.
- Assist staff in the process of completing Timesheets and completing Advance and Travel Expense Reports.
- Assist in preparation of Annual Inventory and Tax reports and Quarterly Accruals reporting to USAID.
- Make logistical arrangements for project staff traveling outside their region or for international visitors as needed.

Qualification requirements include the following:

- 6+ years of experience and a Bachelors Degree in Accounting, Finance, Management, Business, or other relevant field and Master Degree and prior experience in office administration (desirable).
- Knowledge and experience with Windows, Word, Excel, PowerPoint, and other data processing and graphical presentation software.
- Experience of working on accounting software.
- Ability to assess problems and develop solutions.
- Excellent inter-personal communication skills and excellent organization skills.
- Preference for candidates who have experience that relates to USAID-funded projects or other international development experience.
- Fluency in English

Applying Procedure

Apply Link : <https://merojob.com/finance-manager-g10/>

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