

VACANCY ANNOUNCEMENT
ADMIN AND FINANCE OFFICER

Kathmandu /Nepal

Solidarity Center is the largest US-based international worker rights organization partnering directly with workers and their unions, and supporting their struggle for respect, fair wages, better workplaces and a voice in the global economy. For more information about the Solidarity Center, please visit www.solidaritycenter.org.

Solidarity Center–Nepal, based in Kathmandu, is seeking one full-time Admin and Finance Officer who will be responsible for managing the day-to-day human resource, financial and administrative functions of the country office, including ensuring safety and security of staff. This is an office-based position.

Key responsibilities:

- Develop budgets for proposals and grants and prepare monthly financial reports.
- Monitor budgets and cash flow on a regular basis.
- Maintain and update the general and project accounting records and files.
- Prepare and pay payroll, tax, provident fund contributions and other statutory payments.
- Review billings/statements/invoices, advance request and advance liquidation documents, and prepare regular reports.
- Undertake accounting functions including payment vouchers, checks, deposits, wire transfers, bank reconciliations and relevant data entry.
- Accurately record financial transactions into QuickBooks accounting software and ensure appropriate supporting documentation is maintained.
- Oversee timely procurement of goods and services, and manage vendor contracts.
- Conduct annual inventory of office equipment.
- Coordinate with the DC office and partner organizations on finance related communication.
- Oversee sub-contracts with partner organizations and support them with submission of financial reports that meet the Solidarity Center and donor requirements.
- Facilitate external and internal audits as required.
- Develop and oversee rules, guidelines and procedures for the safety and security of staff, partners, and assets.
- Maintain accurate and confidential records of employee information. This may include staff plans, attendance records, holidays, sickness, other absences, training records, insurance, taxes, and other benefits.
- Perform other appropriate duties and responsibilities as assigned by the Country Program Director or her designee.

Minimum Qualifications:

- Diploma or Bachelor degree in Accounting, Finance, Business Administration or other related fields.
- 3-5 years of experience in accounting and relevant INGO grants management experience working under donor-funded programs, especially working USAID and other US government agencies highly preferable.
- Familiarity with US government regulations including 2 CFR 200 (formerly known as OMB Circulars A-110, A-122 and A-133)
- Proficiency in QuickBooks and MS Office, especially Excel, and Google Apps.
- Good knowledge of tax rules and regulations in Nepal, and ability to analyze and interpret governmental and organizational rules and regulations.
- Good communication skills and fluency in spoken and written English and Nepali.
- Demonstrated track record of delivering high quality reports on time.

- Capacity to manage multiple tasks simultaneously and high level of attention to details in all aspects of work responsibilities.
- Strong people-centered skills and proactive approach.
- Demonstrated commitment to gender equity, diversity, and inclusion; familiarity with GESI-responsive budgeting is a plus.

Compensation:

Competitive salary based on experience. A robust benefits package includes health insurance, contribution to provident fund, monthly travel and communication allowance, and paid time off for holidays, vacation, and sick leave.

If interested, please fill out a short questionnaire at <bit.ly/SCNepalFAO>. Do not send CV or cover letter.

Only short-listed candidates will be contacted.