

Finance Officer



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Project Location :	West Rukum, Nepal
Service type :	Medical Emergency and Health Response
Type of Contract :	Yearly contract for three years
Post Level :	Mid-level Management
Reports to:	Project Coordinator
Supervisory role:	3-5 people

Organisation Background:

Human Development and Community Services (HDCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for children with special needs, and community radio stations. HDCS is committed to attract and retain the best employees from all ethnicities, gender and backgrounds in its vision to transform the communities.

Responsibilities:

The Finance Officer (FO) will be responsible to ensure an accurate financial accounting system according to HDCS and donor requirements. The FO is also responsible to coordinate the local admin activities related to the Rukum based Community Projects.

Responsibilities will also include: to ensure proper financial accounting, timely and accurate taxation, compliance management and procurement. Guide project staff on general administrative work including stock, assets management, fleet management and inventory update. Provide timely support and assist the project team in all financial and administrative matters as and when needed.

Conditions:

This is a full-time position with minimum 40 working hours per week. The employment contract will be subject to annual renewal upon satisfactory performance. Initially this position is for three years over the project period but may continue further subject to funding availability. The position is based in Chaurjahari, West Rukum but with frequent field visits in the project area West Rukum, Salyan and Jajarkot, with occasional travel to other locations as assigned by the supervisor.

Qualifications:

- Bachelor's degree or above in management or finance accounting or similar
- Previous finance/admin work experience in development agency/hospital preferred
- Good knowledge of government law, taxation and auditing standards
- Moneyworks and other accounting software knowledge
- Self-motivated and willing to work with a diverse team of people
- Learning attitude and passionate to share knowledge and skill with the team
- Strong verbal and written communication skills in English and Nepali would be an asset
- Valid driving license of any category would be an advantage