



## **Alliance for Social Dialogue (ASD)**

### **POSITION AVAILABLE**

#### **FINANCE OFFICER- Kathmandu based**

Alliance for Social Dialogue (ASD), a national foundation of the Open Society Foundations (OSF) in Nepal, is seeking application from Nepali nationals for the position of Finance Officer.

ASD is a value driven organization. The organizational values are *Respect, Trust* and *Integrity*.

ASD works to build vibrant and tolerant societies whose government is accountable and open to criticism, whose laws and policies are open to debate and correction, and whose political institutions are open to the participation of all people.

#### **Purpose of position**

The Finance Officer serves as the manager of the Financial Department and is responsible for the management of financial systems in the office, as well as providing professional support to the Executive Director, Program Managers, Grants Administrator, and other program staff for monitoring the cost effective budgeting and use of all funds.

#### **Reporting**

The Finance Officer reports to the Executive Director of ASD, and works closely with the finance and administration teams at OSF Central Offices to ensure performance standards are met.

#### **Key Responsibilities include:**

- Organize and supervise the work of the financial department in compliance with the established rules, policies and procedures of OSF, as well as with the recommendations and requirements of audits conducted on OSF financial activities;
- Develop and update Financial and Administrative policies to ensure operational efficiency;
- Ensure maintenance of appropriate internal controls and financial procedures;
- Manage cash controls, ensure availability of funds and maintain book keeping up to date;

- Oversee the quarterly and annual inventory of OSF assets;
- Oversee and maintain updated information on goods and services necessary to the activities of the Foundation;
- Oversee the preparation of all financial statements and statutory reports as required by the government agencies;
- Perform financial analysis, reporting and management tasks;
- Prepare management reports for the ASD board, Executive Director and Program Manager and advise the respective Program Officers of the monthly status of spending on each of the program activities;
- Review and check all financially related aspects of employment and service contracts;
- Review budgets for all activities on a timely basis;
- Review financial paperwork and procedures and make appropriate changes;
- Manage the payroll and payments and keep salary and tax filings in proper order. Prepare periodic social insurance and income taxes reports.
- Handle all correspondence related to financial matters with OSF central offices, bank and other offices in an efficient manner;
- Undertake administrator role of financial and administrative systems introduced by OSF such as Serenic;
- Reconciliation of analysis reports from OSF central offices and oversee the balance sheet accounts reconciliations on a timely basis;
- Implement effective budget management and monitoring;
- Oversee the annual financial audit in compliance with the government and OSF requirement;
- Be aware and up to date of all policies and regulations related to nonprofit operations and ensure legal and regulatory compliance regarding all financial functions;
- Identify and introduce best solutions for office accounting software for the purpose of streamlining with the Financial and Accounting System and for accessible;
- Ensure confidentiality and security of all financial and other internal information of the foundation and OSF.

### **Enabling Working Environment**

- Ensure a healthy and robust office environment to promote staff growth, wellbeing and productivity using an appreciative inquiry approach. Promote a healthy spirit of teamwork and communication within the ASD team through regular meetings and exchange of information;
- Ensure a team leadership approach that fosters information sharing, learning, and growth. Supervise and mentor staff at the program officer and program assistant levels;

- Put into place effective internal communication mechanisms with respect to compliance with OSF and Asia Pacific Regional Office (APRO) policies. Address and resolve issues of non-compliance in a positive, respectful and constructive manner;
- Integrate ASD and APRO's organizational values into the performance of duties and tasks on a daily basis and participate in activities designed to uphold the values and foster healthy inter-office communication.

### **Required Skills and Experience**

- Completion of Bachelor's degree in a relevant field of study or equivalent experience/education. Professional qualification such as ICAN/ ACCA will be considered a plus;
- Five years of experience in a position similar to this role;
- Working knowledge of all statutory legislation and regulations;
- Familiarity with best practices in accounting and exposure to key organizations and networks active in the field;
- Demonstrated strong foundation in applying analytical thinking;
- Experience executing timely project deliverables for a work stream within the context of a larger project;
- Expertise in identifying best practices and improving internal systems;
- Demonstrated commitment/understanding of the importance of customer service focus (internal and external);
- Strong financial management and organizational skills;
- Fluency in oral and written Nepali and English;
- Excellent interpersonal and communication skills and the capacity to lead a team using a collaborative management approach;
- Proficient user of finance software;
- Able to negotiate relations in a highly complex institutional context, cooperating with multiple network programs.

**Start date:** Immediately

**Compensation:** Salary commensurate with qualifications and experience.

### **To Apply:**

Please email resume including two referee and cover letter before 30<sup>th</sup> April 2016 to [asd@asd.org.np](mailto:asd@asd.org.np). Please include the job title you are applying for in the subject line.

**Phone calls will not be entertained.  
ASD is an Equal Opportunity Employer.**