Vacancy Announcement for Finance & Administration Officer

LOOM,
House 142, Panchayan Marg
Thapathali, Kathmandu

Date: 11th March 2021

Kathmandu

LOOM invites application from qualified individual for the post of Finance & Administration Officer starting from April 2021.

Position Details:

<table>
<thead>
<tr>
<th>Position Name</th>
<th>Finance &amp; Administration Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position type</td>
<td>Full Time</td>
</tr>
<tr>
<td>Organisation</td>
<td>LOOM</td>
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<tr>
<td>Reporting to</td>
<td>Executive Chairperson / Senior Programme Coordinator</td>
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<tr>
<td>Location</td>
<td>Kathmandu based with frequent field visits</td>
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</tbody>
</table>

All applications should be emailed to LOOM’s official email address (jobs.loom@protonmail.com and loom@loomnepal.org) with required credentials no later than FRIDAY, 26th March 2021 by 5:00 p.m.

About LOOM:

LOOM works towards harnessing the collective power of women through multi-generational activism, where activists across ages and experiences connect, organise and transform the structures that obstruct our equality. We are a group of individuals and organisations dedicated to movement building, young women’s leadership, sexuality and bodily integrity, LBTQ rights, and feminist politics of the internet.

We aim to bridge feminist leadership and collectives of women’s rights activists and between activists for learning and support, solidarity and sustainability;
Engage in Feminist Epistemologies as a process to collectively produce new and diverse knowledge that dismantles patriarchy, challenges the status quo and sets new agendas;
Advocate for recognition of sexuality as bodily autonomy and human rights rather than prevention of diseases and
Engage with the internet as a political space; we recognise that online violence is a manifestation of offline violence and we build and promote a digital movement that addresses such phenomena.

This vacancy is open for all gender.
Position: Finance & Administration Officer

Are you a feminist? Do you have communications and time management skills; Are you a problem solver; can you work in a feminist space? Are you interested to prepare feminist budgets? Do you have experiences in excel and tally software?

Job Scope
The finance and admin officer manages the overall administration and financial management, and ensures the organisation complies with policies and regulations as listed in the institutional guiding document and the legal applications of the Government of Nepal. The officer maintains records and payables and acts only on the basis of witness based approval first process to expedite payments when needed. The officer prepared weekly, monthly and trimonthly reports along with coordinating with the external auditor to perform Annual and project Audits. They also process also documents regarding local governments, Social Welfare Council and any national or international partners.

The officer will be responsible for maintaining staff hiring process and employment records; systematic documentation of organisational documents; and provide logistic supports in the implementation of the programme. The Account Officer works with the program unit as a close ally in all aspects closely supporting the work and not limiting the performance to the delegation of funds alone.

JOB DESCRIPTION:

Finance
- Prepares and examines accounting records, financial statements and submits it to the Executive Chairperson to conform procedural standard;
- Monitor and manage expenditures with allotted budget.
- Disburse cash and cheques; ensure proper security of cash, both in the safe and in transit.
- Support organizational programmes to develop and prepare budgets including periodic report and annual internal and support external auditing per the Finance Guideline and needs of the Government regulation;
- Prepares monthly, quarterly and annual financial reports;
- Prepare periodical and annual financial statements and information for donors; management and Board;
- Maintain project specific reports as required;
- Ensures the Implementation of financial policies and procedures;
- Monitor field level financial activities amongst partner organisations who have received funds from LOOM’s accounts. Prepare reports and provide required workshops, trainings to local staffs on LOOM’s accounting compliance method.
- Maintain evidence to all activities performed. Including MOU with parties that LOOM engages with, minutes for decisions made that affect the organisation financial aspect.
- Provide logistic support in the programme implementation in Kathmandu and in the working districts when needed.
• Be liable towards the financial prospects of LOOM as an independent autonomous organisation whose financial duties are performed on the basis of the Finance Guideline and if required under special written directives of the Board of Directors.
• Maintain Staff time sheet and provide salary based only on Time Sheet verification Process salaries and maintain required records including salary packaging records.
• Assist in human resource management process when needed.

Administration

• Maintaining physical & digital personnel records like employment contracts;
• Create & distributes guidelines and FAQ documents about organizational policies
• Ensures the Implementation of administrative policies and procedures;
• Prepare and maintain utilities and admin budget every month;
• Oversee the office management, and ensure smooth implementation.
• Keep stock and maintain office supplies such as stationaries, record of books in the library and borrow and return.
• Maintain staff movement details, staffs leave forms, and other necessary documents.
• Provide logistic support in the programme implementation in Kathmandu and in the working districts when needed.
• Prepare annual operation plans and budgets for projects and organization as a whole;

Required Skills and Knowledge:

• Commitment and passion to promote rights of women and young people;
• Skills and knowledge to manage projects, develop financial plans, monitoring and preparation of reports as per the guidance of the government of Nepal and relevant stakeholder;
• In depth understanding of the political, social, economic and legal context as and when applicable;
• Experience and feminist knowledge of working with communities, networks, and individuals;
• Knowledge of working with government taxation systems and auditors.
• Provides administration, and financial support;
• Excellent command in both Nepali and English language. Must be able to type in Nepali. Knowledge of another local language will be an asset.

Required Qualification:

• Minimum of two years of working experiences in I/NGOs following a undergraduate degree (Preferably Master’s degree) in Business management, accounting, finance & administration;
• Skills – ICT skills, with all MS Office system and an advanced user of the Tally Accounting software (OMS Preferably Accounting Software). Should have the eagerness and knowledge of social media advocacy and online advocacy.

Submission:

➢ Please submit a recently updated CV with recent work experiences mentioned first together with a one-liner statement best defining your personal capacity.
➢ Names of two professional referees along their emails and contact numbers with whom we can communicate regarding your prospect.
➢ A scan copy of your Citizenship or Passport for confirmation of national identity, and copy of your PAN Card. All the documents must be submitted as a .pdf file format.
Instruction for application: Please send your CV and cover letter and other related documents to jobs.loom@protonmail.com and loom@loomnepal.org with subject line ‘Application for the position of Finance and Administration Officer’ no later than 26th March, 2021.

Only Shortlisted candidates will be contacted.