

Finance Officer- General Ledger	
TEAM/PROGRAMME: Finance Department	LOCATION: Kathmandu, Nepal Country Office
GRADE: 4	CONTRACT LENGTH: Fixed Term
<p>CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children believes every child deserves a future. In Nepal and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>The position holder will have prime responsibility to ensure functional effective and efficient accounting system and timely recording and posting of voucher in Aggresso FMS. The position holder is also responsible for provision booking of expenses, checking of various claims for approval and reconciliation as well monitoring accounts including Field offices. Assist in preparing MFR, fund request and consolidation of accounts.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Finance Cordinator- Accounts Payable Staff reporting to this post directly: NA Budget Responsibilities: N/A Role Dimensions: (e.g. complexity, relationships, communication with stakeholders)</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Follow monthly calendar to ensure that transactions are correctly recorded in system. • Register and post general Journal voucher • Posting reclassification GLACOS received from budget holder, FPA after ensuring that there is proper approval • Post in Aggresso the bank transfer vouchers and remittance to field offices, District offices and Partners • Timely posting of payroll related data and provision. • Carry out single account reconciliations in Aggresso on a regular basis to clean Balance sheet • Monitor CAM postings and challenge the recodes request from stakeholders • Review unposted transactions and post them • Review the partner fund request detail uploaded by country office, field office and global fund in Aggresso. • Review of invoices uploaded in S2P before confirming the payment. • Support in exception handling and central account payable system. • Coordination with supply chain team for timely payment of supplier (payment confirmation, remittance run for TM5) • Timely review final payment of staff. • Support in review of program advance settlement. • As a part of month end procedure, timely recharge of salary of international staff, national staff and deployed staff 	

- Clearance of parking SoF and DEA every month and settlement of consolidated control account
- Monitoring visits to partner NGO (PNGO) at country office level and field offices on a need basis
- Support in partner capacity development plan and implementation
- Review of travel claim settlement
- Perform other works as assigned by line manager.

Along with above roles and responsibilities, This position has to work as delegated by line manager to achieve departmental priorities and results.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in Commerce, Business Administration, Business Studies or related disciplines

EXPERIENCE AND SKILLS

- Minimum 3 years working experience in related field
- Skills on Accounting Software & MS Excel.
- Knowledge on ERP module
- Good command in English and Nepali language
- Coordination and communication Skills
- Time Management
- Presentation and problem solving skills
- Analytical and Supervisory Skill

Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding obligation:

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

JD written by:

Date:

JD agreed by:

Date:

Updated by:

Date:

Evaluated:

Date: