care International In Nepal **JOB DESCRIPTION**

Functional Title	**:**	Finance Controller (FC)
Responsibility Level/Grade	**:**	Grade 5 – National
Department/Project/PN	**:**	Finance Department - Nepal
Work station	:	Country Office, Kathmandu
Incumbent's Name	**:**	Vacant
Supervisor/Principal Evaluator/Title	**:**	Regional Finance Controller
Co Evaluator/Title	**:**	Country Director - Nepal

Job Summary:

The basic function of finance Controller (FC) position is to develop, coordinate and administer the CO plans for proper recording, documentation, control, monitoring and reporting of financial operations. The FC is responsible for the day – to – day financial operations at the CO level. S/he plans, organizes, directs, and is responsible for providing quality finance services to all projects, units and staff in the CO. S/he works closely with the CD and Senior Management to ensure that a partnership is developed between Finance, Program and Administration. S/he assumes responsibility for implementation of donor rules and regulations at the CO level. S/he is an integral member of the CO Senior Management team.

The FC profile includes very strong accounting and finance knowledge, analytical skills, attention to details, ability to work effectively under time pressure, very strong business partnering skills with ability to influence CO senior staff, team player, proactive individual with ability to offer structured guidance, ability to ensure that the right priorities are set for the CO finance team, proven experience of training finance and non-finance staff, proficiency in English language.

Major Responsibilities and Tasks:

R1. Controllership:

Ensure CO compliance with CARE's accounting policy and procedures and generally accepted accounting principles; Develop and implement the CO accounting systems and procedures; supervise the protection of the organization's assets through strengthening internal controls and providing inputs into the auditing procedures; in coordination with other Program Support Team Managers, from part of the leadership in supervision and development of inventory control procedures; Facilitate any internal and external audits conducted by Headquarters or the donors and follow up the implementations of the audit recommendations; supervise the CO payroll system to include taxes and other deductions; Review all leases and other contracts that requires current and future use of CO assets and make any relevant recommendations to the CD and the Regional Controller; Supervise and control the quality of the CO financial processes and systems to include accounting software parameters and system switches, tables maintenance such as exchange rate table, cost pool and revenue recognition tables, vendor and donor files, accounting segments (project, fund, account, location code, etc), etc. Work with program teams on Sub grant management through supervision of the financial related assessments, indication of financial management risks, and implementation of preventive/corrective actions. Liaison with local administration and networking. Keeping update with local laws and tax regulations to ensure CARE is compliant with local regulations.

R2. Treasury and Cash functions:

Provide oversight to day-to- day operations to include efficient process flows and controls over Accounts Payable, case transfers and other cash journal entries; Ensure expenditures are justified and substantiated adequately; Coordinate banking operations and maintain liaison with CO bankers; Supervise the collection of contractual and miscellaneous receivables; Review and recommend to the CD the investment of short term cash surpluses; Supervise the preparation of the CO quarterly and annual cash budgets; Develop CO plans to minimize exposure to currency gains and losses; Develop and implement CO account payable and cash disbursement policies; Ensure bank and cash accounts are reconciled in a timely manner.

R3. Budgeting and Forecasting:

Develop budget guidelines and supervise the preparation of the CO budgets to include project proposal budgets and monthly, quarterly and annual operating budgets; Coordinate and supervise the preparation of the CO quarterly forecast (pipeline) budgets and future years budgets; Implement CARE guidelines and processes related to fair sharing of administrative and finance support costs; Supervise the monitoring of actual expenses against budgets and interact with the CD, Assistant CD, Project Managers, Program Coordinators and other Managers who make budget decisions in the CO; Initiate and discuss any budget revisions with the CD; Assist CD, Project Managers, Program Coordinators and other managers who make budget decision in the CO. Initiate trainings for non-finance staff to enforce accountabilities of budget holders and their staff for effective budget management.

R4. Financial Reports and Quality Reviews:

Responsible for the preparation and submission of complete, accurate, reliable and timely finance reports to CO Managers, donors, local entities as relevant, regional office and Headquarters; Supervise and control the quality of the monthly closing process and preparation of finance reports to include: bank reconciliation reports, intra-company reconciliation, payroll reconciliation, sub-office reports, sub ledger and non-sub ledger accounts reconciliation; Ensure quality review of balance sheet, income statement, grants and contracts receivable/payable accounts, etc at least monthly.

R5. Staff and Talent Management:

Provide supervision and development to staff in the CO finance unit; Provide accounting and financial training to CO finance staff including sub-offices; Organize training in financial management to non-finance staff as necessary; Implement CARE's Annual Performance Assessment policy and process to include the preparation and monitoring of Individual Operating Plan (IOP's) for finance staff; Develop succession plan to ensure that Finance level of service will not suffer due to the loss of personnel; Provided guidance to subordinate staff in implementing the staff development plan; Work with the Regional Controller and the CO human resources unit to develop and manage talent in the CO finance unit.

R6. CO Senior Management Team Member:

Participate actively in the CO Senior Management Team at the strategic level. Identify financial management problems, risk and opportunities at the CO level and present them to the CO SMT. Propose in proactive manner different options, solutions, preventive and /or corrective actions to improve the CO financial management.

R7. General and other duties:
Assist the CD and other CO staff in the development of project proposals, personal and development plans; Develop financial and accounting training program to include manuals to meet the organizational goals for sustainable improved performance tin financial management in CO; Assist the CD and other senior CO staff in the review and implementation of donor contracts and other financial commitments; identify and communicate potential issues regarding financial statement accounts to the CD, CO staff and management in the regional office and Headquarters; Assist the CD in preparing responses to audit findings, planning and implementing audit recommendations. Perform other duties as assigned.

Significant Autonomy:

- Provide overall leadership to CO Finance
- Represent CARE at multiple platforms; contribute and influence in strengthening CAREs image as an organization

Authority:

As an OMT member this position is responsible to understand finance realities and raise critical issues and suggest solutions to improve organizations effectiveness.

Contacts/Key Relationships:

Internal
Country Director, ACD PS, CO Senior Management Team; Regional Controller; Finance Director; Project Managers; Accountants; Financial Analysts; Global Controller; Regional Management staff

External
External Auditors; Donors; local government agencies as appropriate

Working conditions:
This position is based in Kathmandu with 20 % field visit to Regional and Field Offices.

Job Competencies:
Required qualifications

- Certified Public Accountant, Masters Degree in Accounting, Finance or Business Management or equivalent. Considerable senior management level experience in a similar job may offset some of these academic requirements. Minimum 5 years experience as a controller or equivalent experience in development field.

Required competencies:

- Strong accounting and finance knowledge; analytical skills; attention to details; ability to work effectively under time pressure; strong business partnering skills with ability to influence CO senior staff; proactive individual with ability to offer structured guidance; proven experience of

training finance and non finance staff; demonstrate awareness and sensitivity to gender and diversity ;ability to use computer to run MS office software packages; excellent team player and team building capacities; good understanding of NGOs and development principle

- Through understanding of financial accounting, reporting and grants and contract management processes; Facilitation skills to conduct training sessions for small, medium and large sized groups; Solid analytical and problem solving, financial troubleshooting and audit experience; Ability to maintain customer focus while handling multiple priorities; Ability to quickly earn new systems, processes and procedures and adapt local practices to global standards; Excellent leadership, coaching and negotiation skills; Ability to work on teams, work at detailed level and understand the larger picture; Strong oral and written communication skills; Proficiency and ability of computerized accounting system, accounting packages to use computer applications.

- Strong knowledge and experience in project/program finance management and knowledge and experience on finance strategy development and goal setting with strong conceptual thinking and analytical skills with ability to work in a team and coordinate task and responsibilities with familiar about international development goals and strategies.

Approved by : ..... Date:.....

Incumbent Signature : ..... Date:.....

Supervisors Signature : ..... Date:_____