

Job announcement

Position	Finance and Admin Associate (G1-4)
Location	Kathmandu, Nepal
Employment Duration	<p>As soon as possible</p> <ul style="list-style-type: none"> • 2-year contract with the possibility of renewal (subject to availability of budget, a three-month probationary period at the beginning of the contract, and a satisfactory performance assessment)
Salary & Benefits	<ul style="list-style-type: none"> • A competitive salary in local currency from US\$ 25,935 gross per annum (including 13th month salary) • Health Insurance
Closing date	06 February 2023, midnight Bangkok Time (UTC+7)
Interview Dates	To be announced later
About the Organisation	
<p>The Asian Forum for Human Rights and Development (FORUM-ASIA) is a network of 82 member organisations across 23 countries, mainly in Asia. Founded in 1991, FORUM-ASIA works to strengthen movements for human rights and sustainable development through research, advocacy, capacity development and solidarity actions in Asia and beyond. It has consultative status with the United Nations Economic and Social Council, and consultative relationship with the ASEAN Intergovernmental Commission on Human Rights. The FORUM-ASIA Secretariat is based in Bangkok, with offices in Jakarta, Geneva and Kathmandu.</p> <p>FORUM-ASIA is committed to building a peaceful, just, equitable and sustainable community of peoples and societies in Asia, where all human rights of all individuals, groups and peoples, without discrimination on any grounds, are fully realised in accordance with international human rights standards and norms. It does so by:</p> <ul style="list-style-type: none"> • Building the capacity of its members and partners • Bringing together activists and stakeholders to tackle human rights issues • Protecting human rights defenders in Asia that find themselves in emergency situations • Advocating for human rights at the national, regional, and international level <p>About South Asia Programme: South Asia Programme, as one of the two sub-regional country programmes, provides support for and facilitates communication and cooperation with member organisations in South Asia. In addition, the Programme conducts and coordinates thematic and country campaigns and advocacy at the South Asian level in cooperation with other related programmes within the Secretariat. The Finance and Admin Associate will assist the South Asia Programme Manager and Finance Manager in the implementation of the project to support independent civil society and media led by and for women, youth and marginalized communities in Nepal.</p>	
Tasks and Activities of the Finance and Admin Associate	
<p>Under the overall guidance and supervision of South Asia Programme Manager, the Finance and Admin Associate will be primarily responsible for financial reporting and organizing administrative arrangements for implementation of the CSM-STAND project funded by USAID in Madhesh and Lumbini Provinces Nepal. Specifically, the Finance and Admin Associate shall be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Prepare project-specific financial reports and all necessary financial documents as required by the CSM-STAND project; • Assist the Finance Manager and the Donor Reporting Finance Officer in compilation, review and onwards submission of the financial report to the donor; 	

- Ensure the bills and invoices submitted by implementing partners are in accordance to project-specific financial compliance requirements, as well as the requirement of FORUM-ASIA;
- Participate in the reconciliation of cash books and justification for any difference in reconciliation; prepare cash counts and to reconcile with the cashbooks on a monthly basis;
- Compare cash books with bank statements to compute gain and loss in the exchange rate on a monthly basis and liaison with officials of local banks to obtain day-to-day information on exchange rates;
- Preparation of financial tables, special reports and other ad-hoc reports to ensure proper coding and enter all transactions into FORUM-ASIA’s accounting software;
- Assist the Finance team in donor reporting producing quarterly reports on expenditure against consolidated annual budget, based on submitted quarterly or bi-annual donor reports and data on the accounts system, and to liaise with programmes to provide explanations of variances;
- Provide admin support to the South Asia Office in Kathmandu and relevant programmes as and when required. The admin support includes assisting visitors, customers, staff, preparing documents and reports, compiling records, scheduling meetings and organizing events.

Other Tasks

- Work closely with FORUM-ASIA members, partners in Nepal and build their capacities to support in financial reconciliation, coordination and linkages development at the provincial level;
- Represent FORUM-ASIA at external events, meetings, workshops, etc. with a view to learn, and solicit and share information to support the role of South Asia Programme;
- Carry out other relevant tasks and activities as assigned by the South Asia Programme Manager.

Qualifications and Requirements

- Bachelor Degree in Finance, Accounting, or related fields
- At least five years’ work experience in Finance or Accounting in an international or regional or human rights organisation
- Must be a team player and have an ability to work in a multi-cultural context
- Strong analytical skills
- Strong Microsoft Excel skills
- Familiar with the accounting software (the QuickBooks) is preferred
- Accuracy and an eye for detail
- Excellent communication and writing skills in English
- Ability to learn continuously and coordinate with different stakeholders
- Nepali nationality or right to work in Nepal.

Application Procedure

Applicants are requested to fill in the [Job Application Form](#) and send it by email together with a self- introduction letter and two recommendation letters to applications@forum-asia.org stating “Finance and Admin Associate (G1-4) Application” in the subject line.

Please note that late applications will not be considered. Shortlisted candidates will be invited to an online interview and the application process may include a written or practical assessment.

All qualified individuals regardless of age, race, colour, sex, gender orientation, religion, national origin who have right to work in Nepal, disability or veteran status are encouraged to apply.