



JF – Finance Assistant

The Finance Assistant will be responsible for running the day-to-day finance and accounting for SPN ensuring timely making voucher for payment, petty cash handling and banking transactions. The Finance Assistant is expected to ensure good collaboration and coordination, while ensuring the integrity and effectiveness of SPN's distinct contribution to the attainment of the SPN objectives. To achieve this, SPN requires an innovative, results-oriented individual who can create and deliver a vision and wants the challenge of developing and managing Team member expectations.

Job Title:	Location:	Reporting to:	Responsible for:
Finance Assistant	Support Office- Kathmandu	Finance Officer	None

It is a role requirement that the job holder must fully comply with promote and live the following core values of the organization

The primary responsibility of this role is to further SPN's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **SPN CORE VALUES**:

Mission driven	Client centered	Accountable	Courageous
----------------	-----------------	-------------	------------

Key Responsibilities	Measure
Accounts & Financial Management	
<ul style="list-style-type: none"> Check the bills & necessary papers for making the payment upon the receipt of such request. 	Payments sheet
<ul style="list-style-type: none"> Handle the cheque and petty Cash & disburse daily payment with supporting documents and maintain the account properly 	Income & expenses reports
<ul style="list-style-type: none"> Ensure the service bills, e.g, Telephone, Electricity, Water, Internet etc are paid on time including the house rent . 	Back up of all documents
<ul style="list-style-type: none"> Timely pay staff salary and other benefit & ensure all the payments under organizational principle 	Payment as per the organization policy
<ul style="list-style-type: none"> Assist in maintaining book of account, vouchers, ledgers, cash book & assist in keeping store inventory and office logistic management. 	Timely financial reporting
<ul style="list-style-type: none"> Collection of bank statement latest by 1st week of each month and reconcile with cash book and inform to immediate supervisor if found any difference. 	Bank reconciliation statement with bank transfer
<ul style="list-style-type: none"> Maintain records related to expenses, funds on accurate basis & issue staff and programme related reimbursement on timely basis in accordance with the SPN guidelines 	Fully updated records and timely payments
<ul style="list-style-type: none"> Assist/provide supporting documents to new staff member on tax assumption, opening bank account for salary deposit, CIT and Provident fund. 	All staff assisted



<ul style="list-style-type: none"> • Make necessary arrangement to bank visit for financial transaction cash deposit and withdrawn and work with the online banking system 	Regular payments as per the policy of organization
<ul style="list-style-type: none"> • Coordination with clinic/centres for settlement on pending issues in terms of salary, advance settlement etc. 	Settlement of outstanding report
<ul style="list-style-type: none"> • Responsibility for cheque and cash including all financial related documents and instruments; 	Up to date reconciliation of all financial documents

Qualifications/Knowledge/Expertise

- Intermediate (+2) in management
- Knowledge of Financial management

Experience

- More than 2 years of work experience
- At least 1 year of relevant experience in Financial management

Skills and Abilities

- Good knowledge in English both oral and written
- Knowledge of documentation
- Ability to self-manage and prioritise workload to meet deadlines without compromising on high standards
- IT literate, good knowledge of Microsoft Office, especially EXCEL
- Experience of working with I/NGO or projects
- Able to manage and motivate teams to achieve targets and to achieve organisational change
- Proven ability to 'sell' ideas, concepts

Employee Name

Employee Signature