

## Job/Contract Description

### Finance and Administration Officer – Nepal office

<b>Location:</b>	Kathmandu and in-country travel in Nepal
<b>Contract:</b>	24 months fixed term (renewable on performance)
<b>Responsible to:</b>	Head of Finance and Operations - Nepal
<b>Responsible for:</b>	Finance and Administrative functioning

### About Renewable World

We are an ambitious and rapidly growing INGO, head quartered in the UK, with a global team of around 30 staff based in Nepal, Kenya and the UK. We work with partners to deliver transformative change by improving people's access to clean energy and empowering them through training, knowledge sharing and making connections.

Our vision is for "A sustainable and fairer world where clean energy is accessible to all". Every day we are working hard to deliver our mission "To enable the world's poorest people to transform their lives by improving their access to clean energy, empowering them to develop sustainable and resilient livelihoods, and mitigating the impact of climate change".

We have already improved the lives of over 85,000 people, and we are on-track to surpass our goal of reaching 100,000 people by the end of 2022. We are ambitious about scaling our impact to 2030 and beyond, with an immediate target of reaching 500,000 people by 2030, across our portfolio of programmes in Nepal and Kenya.

We focus on four key areas where we believe we can achieve the greatest impact in transforming lives through clean energy:

- Energy for Livelihoods: Improving incomes and welfare through using energy for productive purposes, and in doing so empowering women and reaching the poorest.
- Energy for Climate Change: Helping people adapt to climate change and protect ecosystems through energy-enabled climate-smart agriculture and early warning systems, and mitigating climate change through clean energy and carbon offsetting.
- Energy for Health and Education: Using renewable energy to supply clean water for drinking, health and sanitation, electrifying remote health centres and schools to improve health and education outcomes, and enabling cleaner cooking.
- Energy for Catalytic Impact: Developing systemic impact and activating demand through the productive use of energy, sustainable multi-stakeholder partnerships, and piloting scalable innovations.

We aim to live and breathe our values which are: Excellence; Networked; Empathy; Resourceful; Gravitas; and Yes we can.

## Role Summary

This is an exciting position for a certified Accountant looking to work in the finance function of an INGO whilst also contributing to developing efficient systems in collaboration with the Head of Finance. The Finance and Administration Officer will be responsible for maintaining the financial and administrative system in the RW Nepal office and ensuring the smooth operation of this function. You will report directly to the Head of Finance and Operations whilst supporting the team effectively and efficiently in all finance and administrative aspects.

## Main duties and responsibilities

### Finance and Administrative Duties

- Ensure up-to-date accurate records of all financial transactions on QuickBooks and MS excel spreadsheets.
- Prepare monthly financial reporting pack and support in donor reporting.
- Prepare Payroll for RW Nepal staff every month with up-to-date staff calculation and submit HOF for review.
- Ensure the completion of operational and services procurement process including documentation of procurement related complete file.
- Support on staff recruitment and selection process to ensure a timely organized and comprehensive procedure.
- Oversee IT setups (email, dropbox, outlook, new users) for new staff and documentation of HR files.
- Lead on supporting auditors and organizing required documentation for annual statutory audits.
- Check the vendor payments, partner fund release and other finances
- Develop financial & scope of work on monthly basis of RW new projects, and more widely across RW's entire portfolio of projects.
- Support project managers in budget reforecast and align FSOW with revised DIP budget.
- Lead on preparing staff salary allocation live sheet as per the project budget and update timely.
- Reconciliation of two RW bank accounts (saving and current) as well as petty cash in QuickBooks and maintain the reports in respective Dropbox folder on monthly basis.
- Set up Purchase Order, Invoice, Payment Authorization (PO/INV/PA) for fund requests on timely basis and track the fund balance.
- Checking of arithmetical accuracy of bills of suppliers, staff advance settlements, partner expenses.
- Prepare for submission and deposit of Taxes deducted at source (TDS) and ensure timely deposit to respective bank and government official and reconciliation on monthly basis.
- Support on financial and governance due diligence.
- Partner report review, expenses verification for all the projects and up to date in the financial system.

- Logistics management to conduct any event (hotel, travel, and other required) as required.
- Manage documentation related to financial as well as project documents including Payment Authorizations, Purchase Orders, Supplier invoices, SWC documents, partner documents, and other official documents.
- Asset/Inventory record, Physical verification of RW central and regional office and oversee handover of assets.
- Liaising with lawyers/government officials/partners/auditors whenever required for work permit, visa, project agreement, report and expenses verification, auditing and other compliance documents/queries.

### Qualification, Experience and Attributes

- Fully Qualified accountant (e.g. one of: ACA, CIMA, CPA, CA, ACCA)
- Minimum 2 years' working experience fulfilling similar duties as mentioned above
- Advanced knowledge of MS Excel and MS Word
- Knowledge of QuickBooks will be an advantage
- Strong attention to detail
- Good communicator and team worker with an ability to prioritise

### Terms and Conditions

<b>Salary:</b>	Gross annual salary 806,384
<b>Hours of Work:</b>	Full time (37.5 hours a week)
<b>Annual Leave:</b>	12 Days plus 14 days national holidays
<b>Benefits:</b>	Contribution to Provident Fund, Gratuity, Dearness Allowance, Sickness leave, Accident and Medical Insurance
<b>Place of work:</b>	South Asia Office: Chakupat-11, Lalitpur, Nepal

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. However, it is inevitable that responsibilities and tasks may be varied and unpredictable. It is expected of the staff to respond with a flexible approach when tasks arise which are not specifically covered in this job description. Should an additional responsibility or task become a regular part of an employee's job, the job description will be amended in consultation with the employee.

### Applying for the post:

Please send your CV and a covering letter (1 to 2 pages only) to [jobs@renewable-world.org](mailto:jobs@renewable-world.org).

Closing date for applications:	<b>19<sup>th</sup> December 2022</b>
1st Interview date:	<b>Week commencing 26<sup>th</sup> December 2022</b>
2nd Interview date:	<b>Week commencing 2<sup>nd</sup> January 2023</b>

*Interested candidates (women and disadvantaged groups are highly encouraged to apply) meeting above criteria are requested to send a complete CV with the name of two references and contact number. Only short-listed candidates will be called for further selection process. The employer reserves all the rights to accept or reject any or all the applications without any reasons thereof. Undue influence will result in automatic rejection of application.*