

## Job/Contract Description

### Head of Finance and Operations - Nepal

<b>Location:</b>	Kathmandu, with occasional travel to regions within Nepal
<b>Contract:</b>	24 months initial fixed term contract with potential for extension based on performance
<b>Responsible to:</b>	Country Director, Nepal, with a dotted line into the Director of Finance and Operations UK
<b>Responsible for:</b>	Line management: Finance and Admin Officer, Finance & Admin Assistant and Office Assistant HO

### 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; Gracitas; and Yes we can.

## Role Summary

This is an exciting opportunity for a fully qualified and experienced accountant who can contribute to the strategic financial management of the Nepal Country Programme and, as a member of RW Nepal's Senior Management Team, provide leadership in planning and decision making of the programme's performance. You will report directly to the Country Director and will be responsible for the oversight of all finance and operations processes including financial management and reporting, human resources management, internal systems and processes. As the Head of Finance and Operations, you will work closely with all other senior managers to drive efficient management of resources and enhance the performance monitoring and reporting of our programme, projects and office running costs ensuring compliance with Renewable World, Nepal government, and donor rules and regulations.

This position requires very strong accounting and financial management knowledge, analytical skills, attention to detail, ability to work effectively under pressure, and strong business partnering skills with the ability to collaborate with senior staff. You will be a motivating team player with the ability to offer structured guidance, and to ensure that the right priorities are set for the finance team. You will have proven experience in presenting financial analysis and information to non-finance staff and a high proficiency in English.

The successful applicant will possess sensitivity to caste, gender and economic class and will, at all times, adhere to Renewable World's Safeguarding Policy and enhanced Code of Conduct. Strong communications skills and an ability to work collaboratively with the Renewable World team both in Nepal and the UK are essential. You will need to commit to undertake occasional field travel across Nepal to conduct partner capacity assessments.

## Main Duties and Responsibilities

### 1. Strategic Leadership and Planning

- As a member of the Nepal Senior Management Team, participate in strategic and operational planning and decision making, by providing rigorous and robust financial analysis of the performance of the Nepal programme and projects.
- Monitor the performance of existing policies, systems, and procedures in order to identify improvements and take corrective action as appropriate.
- Ensure compliance with RW's accounting policy and procedures and generally accepted accounting principles.
- Develop and implement the accounting systems and procedures, strengthening internal controls and providing inputs into the auditing procedures.
- Facilitate any internal and external audits conducted by RW or the donors and follow up the implementations of the audit recommendations.
- Supervise and control the quality of the financial processes and systems and ensure all documentation is filed within the relevant folder structure
- Work with program teams to minimize financial management risks and implement any preventative / corrective actions.
- Ensure all financial reports, including quarterly project reports, are submitted on time and accurately
- Supervise the payroll system to include taxes and other deductions
- Review all leases and other operating contracts
- Update information on local laws and tax regulations to ensure RW is compliant with local

- regulations
- Liaise with local administration and network on financial matters

### ***Treasury and Cash functions***

- Provide oversight to day-to-day operations to include efficient process flows and controls over Accounts Payable, Cash Management, Accounts Receivables, general ledger and Restricted project accounting
- Ensure expenditures are justified and substantiated adequately
- Ensure funding requests and approvals are submitted to UK on time and monitor receipt
- Coordinate banking operations and ensure bank signatories are updated and compliant
- Develop and monitor the operational budget on a monthly basis
- Supervise the preparation of the RW Nepal monthly reports
- Ensure bank and cash accounts are reconciled in a timely manner.

### ***3. Project Budgeting & Forecasting***

- Support in the development of budgets for new projects to donor formats and guidance, including leading on inputting financial information for standard budget lines, such as staffing, overheads, monitoring and evaluation etc., and coordinating the input of equivalent information by in-country partners
- Coordinate and supervise the preparation of project budget variations and forecasts when required, signing off on information provided ahead of submission to the UK team
- Supervise the setting up and monitoring of actual expenses against budgets using RW's financial scope of works (FSOW) initiating discussions with the Country Director and Project Managers, where there are significant budget variations

### ***4. Financial Reports and Quality Reviews***

- Accountable for the preparation and submission of complete, accurate, reliable and timely financial reports to both the regional office and Headquarters
- Supervise and control the quality of the monthly preparation of finance reports to include: bank reconciliation reports, intra-company reconciliation and payroll reconciliation
- Ensure quality review of project accounts including partner accounts on a quarterly basis.

### ***5. Operational***

- Ensure compliance with national legislation regarding employment through appropriate policy update.
- Oversee the team in undertaking procurement (quotation collection & compilation), working in collaboration with the Technical and Procurement Manager where procurement is of a technical nature.
- Lodge and manage all aspects of tax compliance and reporting to local authorities.
- Provide oversight of General Agreement (GA) and support in preparing the compliance documents for GA renewal.

- Prepare budget and relevant financial documents for project agreements in line with SWC guidelines
- Perform financial reporting to Social Welfare Council (SWC) and other line agencies.
- Respond and manage SWC recommendations for improved financial processes.
- Facilitate the SWC evaluation of projects by providing all necessary financial information to the SWC evaluators.
- Prepare financial reporting for CPAC and LPAC meetings.
- Oversee RWSA policy and procedure adherence to agreed calendar.
- Manage HO risk assessments and accident and incident reporting including maintaining relevant documentation and keeping Country Director and Global Programme Director informed. Ensure regional office risk assessments are completed in a timely manner. Be responsible for ensuring all HR contract details, HR documentation and annual leave planner are kept updated including all HR trackers
- Oversee RW recruitment processes in Nepal

### **6. Cross-cutting duties**

- Line management of staff and volunteers as agreed
- Ensure all pilot and scale up projects are gender and socially inclusive.
- Adhere to Renewable World's Code of Conduct, Enhanced Code of Conduct and follow Renewable World's Safeguarding Policy at all times.
- Represent Renewable World, our values, vision and mission in the regions and districts where RW operates in a professional, honest, transparent and positive way to help build Renewable World's image and brand in the regions and district as an organisation committed to poverty alleviation and collaboration in Nepal.
- From time to time undertake other reasonable tasks and responsibilities as requested by your direct line Manager.
- Attend regular supervision and take active steps in professional development.

## **Qualification, Experience and Attributes**

### **Essential**

- Fully Qualified accountant (e.g. one of: ACA, CIMA, CPA, CA, ACCA).
- Minimum 5 years' working experience with relevant international NGO and institutional donors
- Experience in leading and management of finance functions
- Functional knowledge of financial accounting systems, policies and advanced Microsoft Excel skills
- Strong financial analytical and problem-solving skills with a keen attention to detail.
- Must be flexible, adaptable, and quick to learn in our fast-paced dynamic environment (arising out of the new projects and relationships).
- Ability to prioritise and deliver results on time.
- Effective communicator (including excellent written and verbal English) as demonstrated on financial and narrative reporting, and verbal skills.

### **Desirable**

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- Experience of project fund (grant) accounting.
- Experience of QuickBooks.

- Experience of leading and managing operations including procurement, human resources and administration
- INGO compliance in Nepal (with Social Welfare Council requirements).

### Terms and Conditions

<b>Salary:</b>	<b>Gross annual salary 2,787,447</b>
<b>Hours of Work:</b>	Full time/37.5 hours a week
<b>Place of work:</b>	Nepal Office: Chakupat, 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>25<sup>th</sup> December 2022</b>
1 <sup>st</sup> Interview date:	<b>Week commencing 2<sup>nd</sup> January 2023</b>
2 <sup>nd</sup> Interview date:	<b>Week commencing 9<sup>th</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.*