

## **HERD INTERNATIONAL TERMS OF REFERENCES**

### **1. JOB IDENTIFICATION**

<b>Job Title</b>	:	Finance Officer
<b>Department</b>	:	Operations
<b>Reporting to</b>	:	Operation Manager
<b>Job status</b>	:	Annual Contract (possibility of extension depending upon the performance)
<b>Working hours</b>	:	40 hours per week (Monday to Friday)
<b>Job Assignment</b>	:	HERD International central office with frequent field visit

### **2. WHO WE ARE - A BRIEF INTRODUCTION**

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website [www.herdint.com](http://www.herdint.com).

### **3. JOB PURPOSE**

The Finance Officer will be responsible for providing overall Financial and admin support to the organization and ensure that all the financial transactions are adhered to the required compliance of the organization, donor and governmental, which includes payment and disbursements, financial analysis, forecasting, monitoring and reporting for the achievement of overall organization and project goal.

The Position will work closely with all the Operations Manager, Grants and Compliance Manager and Senior Finance and Administration Officer to ensure the smooth, efficient, and friendly operations of the HERD international's project.

### **4. MAIN RESPONSIBILITIES**

The anticipated roles and responsibilities of Finance Officer include but are not limited to the following:

- Oversee day-to-day financial processes, including budgeting, expense monitoring, payment processing, and financial reporting to ensure compliance with organizational policies and donor requirements.
- Maintain accurate, updated, and rigorous accounts for HERD International's multiple projects.

- Communicate regularly and respond in a timely manner to all financial and accounting requests from the team.
- Coordinate internal and annual financial audit of the organization.
- Ensure the tax calculation and deduction on the source of payment as per Income tax act of Nepal. Preparation of Tax, cheque and deposition on time.
- Management of office Petty Cash disbursement regularly with proper cash balance as the organizational policy.
- Assist and orient to the team in using the financial forms and format maintaining the consistency for finance and procurement.
- Assist the program team in developing budgets, standard costing, implementation plans and help determine any necessary arrangements including cost-sharing.
- Support to project team to review the project detail implementation plan and budgets to determine optimal utilization/allocation of funds of project.
- Manage the cash flow of different projects in relation to their activities, including the timely release of funds and cash forecasting, to ensure smooth project implementation in close coordination with the finance team.
- Ensure financial standards and compliances are applying as agreed between organization and partner.
- Ensure all vouchers are developing with reference of finance policy and procedure.
- Input real-time financial data into the accounting software and provide the necessary information to the relevant.
- Reconcile the project bank accounts and develop financial report in the prescribed format and submit them to the concerned in a timely manner.
- Participate in internal work meetings and discuss on financial and operational issues. Attend meetings/trainings, as and when required.

### **Fleet Management**

- Arrange travel, accommodations and guest relations as per necessity.
- Coordinate with program, operations and other departments for fleet planning based on project needs.
- Ensure proper recording on fleet management of vehicles (owned or rented) (e.g. logbooks, fuel consumption etc.)

- Responsible to book hotels, flights and accompany visitor logistics support need etc. as per approved/ shared travel plans.

### **Field Visit and Logistics Support**

- Travel to the field to provide on-site support for workshops, training, and other project activities, ensuring smooth operations and timely delivery of services.
- Arrange conferences, meetings, workshops, travel, and hotel reservations for office personnel and relevant guests by coordinating with appropriate individuals, organizations, or parties.

The above list of responsibilities is not comprehensive, and the Finance Officer may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet Project/organizational needs and requirements.

## **5. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)**

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity and Accessibility HERDi is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

## **6. SAFEGUARDING**

At HERDi, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

## **7. APPLICABLE POLICIES:**

All HERD international's policies and guidelines are applicable to its members of staff.

## **8. PERFORMANCE APPRAISAL:**

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

## **9. APPEAL:**

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

## **10. JOB PROFILE:**

We are seeking a qualified Finance Officer for HERD International. The ideal candidate will be responsible for ensuring all the financial and operational functions are conducted and implemented as per the Policy and Compliance requirement of Organizations. The position will fully comply with donor and HERD international Policies and procedures and should be accountable for it.

## **11. MINIMUM REQUIREMENTS:**

- Master's degree with three years of experience, OR a Bachelor's degree in management, business administration, or with five years of experience in accounting or financial management.
- Sound knowledge of accounting software, Excel spreadsheets, and strong computer skills, with preferred experience in USAID financial regulations and accounting principles governing programs.
- Experience in dealing with audits, tax-related issues/matter, financial regulations, and accounting principles.
- Excellent team management skills in diverse working environment.
- Experience recognizing and integrating gender and cultural considerations into project activities.
- Fluency in Nepali and English is required.

*If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.*