



## **Justice and Rights Institution (JuRI-Nepal)**

Justice and Rights Institute-Nepal (JuRI-Nepal) is non-governmental organization working in the field of human rights, social justice and rule of law. JuRI-Nepal invites applications from experienced and qualified Nepali citizens for the following position.

**Job Title:** Admin and Finance Coordinator

**Responsible to:** Project Manager, Executive Director, JuRI-Nepal

**Location:** Lalitpur (Field visit based on the project requirements)

**Job duration:** One year with possibility of extension.

### **Background of the project:**

Justice and Rights Institute-Nepal (JuRI-Nepal) together with National Dalit Social Welfare Organization (NDSWO), is implementing "**Pilot Project on Providing Comprehensive Capacity Development Support to Elected Women Representatives and Promoting Gender Responsive and Inclusive Sub-National Governance in Nepal's Sudurpaschim province**" with the support from UN Women. The key focuses of the project include strengthen capacities of Elected Women Representatives on feminist leadership and gender responsive governance; enhance responsiveness of duty bearers and community leaders; strengthen capacities of women's organizations and networks as well as disabled people's organizations to effectively engage with sub-national governance and hold them accountable and strengthen capacities of community members (especially men and boys) to challenge discriminatory social norms and promote Gender Equality and Women Empowerment in six municipalities of Kailali and Doti district of Nepal.

The Admin and Finance Coordinator will take overall leadership for financial management of organization including projects.

### **Required Qualification, Experiences and Skills**

- Bachelor's Degree in Business Administration / Studies.
- At least 5 years of experience in Financial Management of I/NGO.
- Excellent written and verbal communication skills both in English and Nepali.
- Excellent skill in financial documentation, internal control system and reporting.
- Well-versed in Microsoft Excel and Accounting Software. Experience in working with TALLY will be added advantage.
- Able to work effectively and efficiently under pressure and in team.
- Flexible and able to multitask on different aspects of a project.

### **Main Job Purpose and Key Responsibilities:**

- Maintain financial and accounting system of the projects efficiently.
- Ensure the financial transaction accuracy in accounting software and document properly on timely basis.
- Release advance, review and verify expenses of field activities.
- Supervise financial transaction of the partners and ensure the reliability of financial reports.
- Prepare monthly/quarterly budget forecast and request to Donor and Project Management Committee for disbursement.
- Prepare monthly/quarterly financial report of the project.
- Prepare monthly bank/cash reconciliations Statement.
- Ensure internal control over implementing partner, field offices as per the admin/finance guidelines of Organization and donor requirements.
- Update project specific variance status and share issues to line Manager.
- Facilitate to external and internal financial audit of project and organization.
- Maintain and update fixed asset register and inventory of office materials for the project and organization.
- Maintain good cooperation and collaboration with the partners.
- Other duties as per assigned by the organization.

We offer a total of NPR.600,000/- per annum (in gross that includes provident fund, festival allowances and gratuity), a good working environment and a knowledgeable team to work with. Job Description might be revised based on organizational and project requirements.

**Applying procedure:** Qualified Nepali citizens can send application (cover letter and updated CV in [jurnepalrecruitment@gmail.com](mailto:jurnepalrecruitment@gmail.com) or drop application to JuRI-Nepal, Jwagal, Lalitpur (house no 20, opposite of UN Park, Jwagal, Lalitpur) no later than 17:00 Hrs, 22<sup>nd</sup> December, 2019. Only shortlisted candidates will be communicated for further selection process.

*The organization reserves the right to cancel or postpone the whole recruitment process without providing any reasons whatsoever. Candidates from underprivileged groups, female and person with disability are encouraged to apply.*