

Terms of Reference (ToR)
Finance Associate
Justice and Rights Institute-Nepal (JuRI-Nepal)

Title:	Finance Associate (Full time)
Job level:	Junior-level
Responsible to:	Executive Director and Admin and Finance coordinator
Responsible for:	Project Officer
Duty Station:	JuRI-Nepal, Jwagal, Lalitpur (with frequent visit to selected Provinces/Project Districts/locations)

Background:

Justice and Rights Institute- Nepal (JuRI Nepal) established in 2011 working as a non-profit organization and responds to the existing and emerging human rights, accountability and good governance concerns upholding the principles of human rights, gender equality, cherish diversity, advocates zero-tolerance of any type of violence, discrimination and corruption, works independence of any political influence and corporate interest. It brings together human rights professionals with an extensive experience on human rights, rule of law, gender, inclusion, disability and social justice. JuRI Nepal is contributing in policy intervention at provincial and local level.

JuRI-Nepal aims at creating a fair, just and inclusive democratic society where everyone can enjoy their human rights. JuRI- Nepal is going to implement a concourse project focusing youth centric constitutional discourse partnering with an reputed international organization. The project aims to support and strengthen rights and voices of youth and marginalized communities in the constitution. JuRI Nepal is looking for a potential Nepalese candidate to fill the following positions. This position is for the project which is based in JuRI Office in Jwagal, Lalitpur with frequent field visit.

Main Purpose of this position:

In case of acquisition of grant, the Finance Associate will work as a responsible team member of the project for the organization. S/he will work under the direct supervision of the Executive Director. This position will take lead to prepare budget plan, financial reporting and financial monitoring to ensure effective implementation of the project and support to implement the project.

Key Responsibilities:

- Work as Finance Associate of the related project to ensure the effective management and financial plan of the project in close coordination with the Project Officer, Admin and Finance Coordinator and Executive Director;
- Take overall responsibility to manage financial and logistical arrangement of the project;
- Ensure close coordination with Team Leader, Admin and Finance Coordinator, Executive Director and other project staff for smooth functioning of the project;

- Work as 'Finance Focal Person' for the respective project and lead to prepare budget and activity plan, budget expenditure plan and prepare financial reports to ensure effective, timely and efficient communication with implementing partners and funding agency;
- Prepare quarterly/annual financial report and financial projection plans;
- Ensure audit and tax compliances including compliance of govt. and organizational policies;
- Monitor the project expenditures vs. expected impact and share the progress and challenges from the financial perspective;
- Ensure preparation of monthly, quarterly/bi-annually and annual budget plans as well as monthly/quarterly/b-annual and annual financial reports (together with progress report) in line with the agreed template agreed by JuRI and the funding partner as per the agreed time line.

Coordination:

- Ensure close coordination with Project officer, Admin and Finance Coordinator, Executive Director and other project staff in implementing, monitoring and evaluating the project;
- Work as 'Finance Focal Person' for the respective project and lead to prepare budget and activity plan, budget expenditure plan and prepare financial reports to ensure effective, timely and efficient communication with implementing partners and funding partner.

Monitoring and Evaluation:

- Monitor the project expenditures vs. expected impact and share the progress and challenges from the financial perspective.

Reporting:

- Ensure preparation of monthly, quarterly/bi-annually and annual budget plans as well as monthly/quarterly/b-annual and annual financial reports (together with progress report) in line with the agreed template agreed by JuRI and the funding partner as per the agreed time line.

Required skills:

- Computer skills (at least Word, Excel, Power point)
- Updated on latest GoN tax compliances
- Ability to coach and guide the finance focal persons of the implementing partners
- Ability to say 'No' (ability to take strength)
- Skill of communication, coordination and good team player
- Flexible to move for field visit as and when necessary

Academic qualification and Experiences

- +2 or; Intermediate in management with two years relevant position experience or; preference for Bachelor's degree in Management with one year related work experience in the relevant position
- Knowledge and experience to operate accounting software (especially FAMAS)
- Ability to work independently and collaboratively in a multicultural environment.
- Experience working with CBOs, NGOs, international organizations, or government agencies.
- Strong communication, writing, and presentation skills.

To apply: Qualified Nepali citizens fulfilling the criteria mentioned in ToR should include a cover letter, and updated CV with two references. The application needs to be received by 17:00 Hrs. of 21st May, 2026 (07 Jestha, 2083) in info@jurinepal.org.np.

JuRI Nepal is committed to diversity and inclusion within its workforce and encourages candidates of diverse backgrounds, women, Dalit, marginalized, sexual and gender minorities, and persons with disabilities to apply. Only short-listed candidates will be called for the subsequent selection procedure. JuRI Nepal reserves all rights to qualify/disqualify applications in any case.

JuRI's Commitment to Safeguarding:

JuRI upholds zero-tolerance policy against Preventing Sexual Exploitation and Abuse (PSEA) and Fraud and Corruption. JuRI's members, personnel and service providers/consultant firm and individual consultant must adhere to the standards. Every Personnel should not have any criminal record and any record of involvement in sexual exploitation and abuse in the past. Similarly, they should not have any record of fraud and corruption. Personnel's should commit and assure that during this contract period and in the future, it shall not associate, engage with, or in any manner connected with activities, interests, or relationships, that could result in an actual or potential conflict of interest or could create the appearance of a conflict of interest or constitute a violation of the Preventing Sexual Exploitation and Abuses (PSEA) and fraud and corruption.