Justice and Rights Institute Nepal
(JuRI-Nepal)
Job Description

Job Title:	**Head of Admin. and Finance**
Job Level :	**Coordinator level - Part time (70%)**
Responsible to:	Executive Director and Deputy Executive Director
Responsible for:	The position holder will be responsible for providing overall lead for organizational and projects/programs admin. and financial management. of JuRI-Nepal
Duty Station: :	JuRI-Nepal Office, Jwagal Lalitpur (with frequent visits to the project 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. JuRI is serving as human rights organization and also the secretariat of Economic Social and Cultural Rights National Network (ESCR Network) of 42 CSOs, it brings together human rights professionals with an extensive experience on human rights, rule of law, gender, inclusion, disability and social justice. JuRI-Nepal aims at creating a fair, just and inclusive democratic society where everyone can enjoy their human rights.

JuRI-Nepal is implementing project with UNFPA for the technical support in strengthening legal and policy framework on GBV and integration of SRHR services including capacity building of multiple stakeholders for promoting gender responsive budget and programs including GBV responsive services at all level.

JuRI- Nepal is also partnering with The Asia Foundation (TAF) and Judges' Society, Nepal for implementing the project "Strengthening Intergovernmental Constitutional Dispute Settlement Mechanism and Supervisory Functions of the District Court concerning Judicial Committee Decisions" under Subnational Governance Program – Phase II".

JuRI is partnering with International IDEA to implement the CON-COURSE project and engaging youths in the constitutional issues from the youth perspectives. JuRI is also collaborating with DKA Austria in collaboration with Social Work Institute (SWI) for promoting legal awareness targeting women. JuRI has continue collaboration with Purak Asia promoting right to food and food sovereignty.

Job task/responsibility under the projects

- **Overall :** Serve as the lead of Admin. and Finance Section of JuRI-Nepal and relevant projects to ensure effective financial planning, management and general administrative functions of the project in close coordination with the MEAL Coordinator, Thematic Experts, Program Managers, Executive Director and Program Officers.
- Provide guidance, quality assurance and activities implementation support of financial management system for the donor funded projects.

Project implementation:

- Take overall responsibility managing financial and logistical arrangements of the projects (UNFPA, TAF/DFAT, International Idea, DKA Austria and Purak Asia and others as required).

Coordination:

- Ensure close coordination with Program Managers, Executive Director and other project staff in implementing, monitoring and evaluating the project.
  Serve as the Finance Focal Person, leading the preparation of budget and activity plans, expenditure forecasts, and financial reports to ensure effective, timely, and efficient communication with funding partners while providing necessary guidance and quality assurance.

Financial management:

- Prepare quarterly/annual financial reports and financial projection plans;
- Organize regular internal audits and facilitate the annual external audit.
- Provide financial information and support in recruiting project auditors and ensure strict compliance with government tax regulations to maintain fiscal accountability.
- Maintain accurate accounting records for project expenditure and income.
- Ensure proper documentation and compliance with organizational policies and donors' guidelines.

Monitoring and Evaluation:

- Supervise admin/finance officers, program assistants and support staffs for ensuring compliances to ensure financial standards in the project transactions.
- Monitor the project expenditures against budget allocations and expected impacts and share the progress and challenges from the finance perspective.

Reporting:

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

Other responsibilities:

- Undertake additional duties and activities for the organization as required by Executive Director, Deputy Executive Director, Executive Committee and respective Project leads of JuRI-Nepal.

Preventing Sexual Exploitation and Abuse (PSEA) and Safe Guarding Provisions

- JuRI is committed for the protection and safeguarding the interests, rights and well-being of all people with whom it is associated and to conduct its programs and operations in a manner that is equally safe.
- JuRI-Nepal has a Preventing Sexual Exploitation and Abuse (PSEA) Policy and it has zero tolerance provision on sexual abuse and sexual harassment at all level. JuRI's members, personnel and service providers/consultant firm and individual consultant must adhere to the standards of conduct that preserves PSEA principles (both during work hours and outside work hours).