

HARIYO BAN PROGRAM
POSITION DESCRIPTION

Name	:	
Position Title	:	Manager, Finance and Compliance, Hariyo Ban
Reports to	:	Director of Operations (DoO), WWF

I. Major Function

The Hariyo Ban Nepalko Dhan Program's overall goal is to reduce adverse impacts of climate change and threats to biodiversity in Nepal. Under the direct supervision of the DoO and the Chief of Party, the Manager, Finance and Compliance, provides administrative and financial support to the Hariyo Ban Program and its staff based at Kathmandu and other field offices in Nepal.

Responsible for all budgeting and financial management, accounting, revenue contracts management, contracting, long-range planning and general administration for the assigned program. Responsible for meeting performance measures as outlined in the program operations standards. Oversight of program budget and financial management helps to ensure compliance with WWF policies and ensures sound management of WWF revenues used toward accomplishing WWF's mission.

II. Major Duties and Responsibilities:

1. Budgeting

Leads annual budgeting process for Hariyo Ban program, and forecasts three-year budgets as a basis for identifying priorities and targeting funding sources for cost share. Monitors expenses and revenues to ensure that the program does not overspend available revenue, and that restricted funds are used according to donor requirements. Manages actual financial performance against budget and ensures that projections are accurate.

Maintains and updates the overall Hariyo Ban Project budget, from the approved cost proposal budget to the working budget for the project, including work plan budgets, the Chunk budget, and budgets by individual program components. Maintains and updates the WWF database Project Tracking System (PTS) with the most updated representation of the Hariyo Ban budgets.

Provides Chief of Party (CoP) and the Program team with timely budget reporting with Budget to Actuals overall, in detail and by component. Provides CoP with monthly budget to actual reporting and forecasts using PTS, Oracle, and other databases. Works with WWF HQ team to develop automated Hyperion reports needed by CoP and others.

Assists the CoP and program staff with work plan budget development, technical reporting estimates, and scenario-based forecasts as needed for project spending in coordination with partners. Provides training and guidance to program staff and field staff on budget formulation, tracking and adjustments, expense accounting, financial analysis and reporting, and contract management.

2. Contract Administration

Oversees the issuance and administration of all Hariyo Ban grants and consultant agreements issued by the Hariyo Ban Contracts and Compliance team and ensures that all WWF policies and procedures are followed by the same. Identifies training needs and facilitates contracts orientation and training for newly hired program staff, in coordination with other Program Operations staff.

Provides the CoP with up to date information on agreements in process, and existing agreements progress and status on a regular and exceptional basis, as requested using PTS and Oracle databases.

April 2012

3. Liaison with Programmatic Elements of Hariyo Ban

Attends Program Management Committee meetings and meetings of Program Management Unit. Participates in Program Management Committee and Program management unit meetings as needed in consultation with CoP. Provides financial graphs, illustrations and other requirements as appropriate for these meetings.

Coordinates and expedites information-sharing both intra-departmentally and inter-departmentally, as well as externally with NGOs and NOs. Maintains good working relationships and stays abreast of program issues to provide overall support to program initiatives.

4. Financial Monitoring

Conducts organizational assessments of grantees, performs site visits, to ensure appropriate financial and administrative management systems are implemented to meet the level and complexity of funding. Ensures all WWF-issued agreements and payments are processed timely and in accordance with policies and procedures.

Reviews and analyzes all project financial reports to ensure compliance, notifies COP and program staff of any problems or discrepancies and provides technical assistance to grantees in resolving problems.

Assists WWF HQ with the development of financial reports, accrual reports, etc. as per USAID requirements so that WWF HQ submits the best reports possible.

5. Project and Field Staff Security

Liases with Kathmandu and field based security coordinators of development agencies/ INGOs to disseminate latest security updates in relation to Kathmandu and field locations for Hariyo Ban.

6. Supervision and Monitoring of F&A component of ChAI (Chitwan Annapurna Landscape)

Supervises the F&A Officer of ChAL based in Pokhara to ensure compliance of all financial and administrative and contractual matters.

7. VAT

Works closely with the Hariyo Ban team and the partners to ensure compliance of VAT rules enabling a refund of the same as per the USAID agreement with the Government of Nepal.

8. Any other duties

Any other duties as assigned.

III. Supervisory Responsibility

Supervises the Hariyo Ban Program Grants and Compliance team and the F&A Officer, ChAL.

IV. Working Relationships

Internal: This position works closely with Hariyo Ban staff and WWF Nepal staff. Also works closely with field based staff to advise and coordinate project and administrative activities and to obtain and disseminate information.

April 2012

External: Interacts regularly with the Grantees (particularly CARE, NTNC and FECOFUN), Service contractors, Consultants. Regularly interacts with PA and finance staff at WWF Nepal and the Sr. Program Administrator and Strategic Agreement Services in WWF-US. Interacts with Nepal government agencies staff as needed.

V. Minimum Requirement

Knowledge: Master's degree in Finance, Accounting, Business Administration or related field with thorough knowledge of computerized accounting systems.

Experience: Eight years of experience in a similar position with 3 years' experience of similar USAID funded project is essential. Experience managing staff is also essential. NGO experience and with USAID general regulations and conditions for cooperative agreements is desirable.

Skills and Abilities: This position in addition to the financial and contractual skills requires good interpersonal, communication skills combined with excellent management skills. This position needs a sound and logical person who can think through problems and solve them in consultation with others on the team. This position requires attention to detail; the ability to produce and communicate, illustrative, accurate and helpful financial reports; the ability to effectively prioritize work, focusing on immediate priorities while moving towards the long term goals of the program; and ability to work accurately under time constraints. This position will require travel to the field from time to time and possibly to the US.

Accepted by
Employee: _____

Supervisor: _____

Approved by
Country Rep: _____