

JOB PROFILE

Job Title: Finance Officer

Responsible/Reporting to: Project Coordinator/Executive director

Program - Youth Participation in Local Governance of Rolpa

Location: Rolpa Office, Liwang

Employee Type: Part-Time (75% involvement)

Job Summary:

The Finance Officer will be responsible for managing the financial activities of the project Youth Participation in Local Governance of Rolpa, ensuring compliance with financial regulations and policies. This role involves overseeing budgeting, financial reporting, cash flow management, and internal controls. The Finance Officer will work closely with other departments to support program implementation and organizational sustainability.

Key Responsibilities:

1. *Financial Management:*

- Develop and implement financial policies and procedures to ensure efficient and transparent financial operations.
- Prepare annual budgets in collaboration with department heads and management.
- Monitor budget implementation and provide regular financial reports to management.
- Conduct financial analysis and forecasting to support decision-making processes.

2. *Accounting and Bookkeeping:*

- Maintain accurate accounting records, including accounts payable, accounts receivable, and general ledger entries.
- Prepare and review monthly, quarterly, and annual financial statements in accordance with accounting standards.
- Ensure timely and accurate processing of financial transactions, including payments, invoices, and reimbursements.
- Cash Flow Management: Monitor cash flow projections and manage cash balances to ensure sufficient funds for operational needs.
- Prepare cash flow statements and forecasts to assess liquidity and financial stability.
- Coordinate with banks and financial institutions for banking transactions and account management.

3. *Financial Compliance:*

- Ensure compliance with financial regulations, laws, and organizational policies.
- Prepare and submit statutory financial reports and tax filings in a timely manner.
- Coordinate with external auditors for annual audits and address audit findings and recommendations.

4. *Grant Management:*

- Assist in the preparation of grant budgets and financial reports for donor-funded projects.
- Monitor grant expenditures and ensure compliance with donor requirements.
- Prepare financial reports for grant proposals and donor reporting.

5. *Internal Controls and Risk Management:*

- Establish and maintain internal controls to safeguard assets and mitigate financial risks.
- Conduct regular reviews and audits of financial processes and procedures to identify areas for improvement.
- Implement measures to prevent fraud, misappropriation, and financial irregularities.

Organizational Policies, Safeguarding, and Code of Conduct:

- Ensure comprehensive awareness among all individuals acting on behalf of the organization regarding:
 - Safeguarding Policy
 - Code of Conduct
 - Fraud Policy
 - Child Protection Policy
 - GESI Policy
- Ensure beneficiaries are informed about the safeguarding policy, including appropriate reporting channels when necessary.
- Ensure that all individuals representing the organization have formally acknowledged and adhered to the Safeguarding and Code of Conduct policies.
- Promote and integrate the organization's ethics and values, including safeguarding principles, into the team culture. Ensure that reporting structures are well-publicized and that all concerns are addressed promptly and effectively.
- Champion gender-responsive behavior in all activities and decision-making processes. Uphold non-discriminatory practices based on gender, age, sex, race, ethnic background, culture, disability, nationality, religion, and marital status. Demonstrate sensitivity and adaptability to gender and social inclusion principles.

Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, or a related field BBA/BBS, BCom. or equivalent certification preferred.
- At least 3 years of experience in financial management, accounting, or auditing, preferably in the nonprofit sector.
- Strong knowledge of financial principles, regulations, and accounting standards.
- Proficiency in accounting software FAMAS and Microsoft Office Suite, especially Excel.
- Excellent analytical, problem-solving, and organizational skills.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with colleagues and stakeholders.
- Attention to detail and accuracy in financial reporting and analysis.

DECOS

About Us

Introduction

Development Concern Society (DECOS) is an NGO dedicated to Human rights, peacebuilding, and community development established in 2004 (2061 BS). After getting duly registered in the district administration office of Rolpa with the vision of promoting integrated efforts for creating social, economic, cultural, and physical development of the people, in the same year DECOS acquired affiliation from Social Welfare Council Kathmandu. It works with the mission to enable people to work with a multi-fold development approach DECOS has primarily selected the Rolpa, which is one of the remote and socio-culturally highly vulnerable districts and also of Nepal. The economic setback of the district also requires an effective NGO intervention. However, we are gradually expanding our project areas over Lumbini Province and thinking gradually to expand broadly over other districts with the increased institutional capacity of an organization, identifying projects as per the needs and demands of vulnerable populations and also relying on the Sustainable Development Goal (SDG). DECOS is a nonpolitical and non-profit independent social organization and performs

here as a common platform for emerging youth development activists in the grass-roots of Nepal. DECOS's strength is highly recognized as a successful NGO able to work in the best coordination with governmental and non-governmental development agencies. It holds very pertinent experiences in implementing technical and social mobilization activities in result-oriented community development projects. The capabilities of DECOS can be attributed to the spontaneity of its organization.

Despite that, it has affiliation even with the in-land revenue office Chakchake, Rolpa. It is a member of several other concern networks i.e., NGO Federation Nepal, Association of Youth Organizations of Nepal, Federation of Renewable Energy NGO Nepal, and National Entrepreneurship Development Centre (NEDC), Nepal. Having more than a hundred members and a working committee comprising of 9 members DECOS covers all its members inclusively in the mid-western region. With the support from donors and the local people, DECOS has been carrying out various social development activities since its inception. The activities include natural resource management, sustainable agricultural development, natural resource-based micro-entrepreneurship development, social mobilization, community-based infrastructure development, new and alternative technology-based programs of energy, health, human rights, and good governance and conservation education, literacy, etc. regarding beneficiaries by increasing transparency and accountability in the delivery of project benefits. Considering the target beneficiaries most of them are from backward communities including women, Dalits, ethnic groups, unemployed youths, conflict-affected families, and their surroundings including other deprived communities. Moreover, DECOS has district/local level authorized letters from the District Administrative Office Dang, Pyuthan, Salyan, and Rukum districts and various projects in the Rapti zone.

PROGRAM DESCRIPTION

USAID Civil Society and Media Activity

ACTIVITY TITLE: Youth Participation in Local Governance of Rolpa

Subgrantee: Development Concern Society (DECOS)

Introduction

The Civil Society and Media (CSM) Activity is a five-year program (2022-2027) funded by USAID in Nepal through the CSM-STAND-LVWA, with The Asia Foundation as the lead Implementer. CSM supports independent civil society and media led by and for targeted Women, youth, and marginalized communities to advance the public interest, fundamental Freedoms, and accountability. Most activities will focus on Lumbini and Madhesh provinces, with some activities implemented in Kathmandu.

CSM's overarching goal is to support independent civil society and media led by and for women, youth, and marginalized (WYM) communities to advance public interest, Fundamental freedoms, and accountability. The program works to achieve this through mutually reinforcing activities under three inter-related objectives:

- To foster an enabling environment for civic space where issues and interests of WYM communities are addressed.
- Increase WYM's engagement in civic and public spaces and advance their interest through better access to resources, assets, and skills.
- Improve the availability of credible information and diverse narratives within the media that better represent WYM issues and perspectives.

The Youth Leadership Challenge Fund

The Youth Leadership Challenge Fund aims to advance the public interest of women, youth, and marginalized (WYM) by creating and enabling youth civic leaders in Madhesh and Lumbini. This will be achieved through different means of engagement to capacitate a new generation of civic leaders, establish an inclusive and active civic space, and instill democratic values and practices in them. This challenge fund aims to create a fresh wave of civic activism locally and include themes to prioritize leaders from intersectional groups by informing a new generation about civic activism. The youth civic leaders are expected to address the social and development issues through collaboration with concerned stakeholders.

The target areas for this project: Five local levels of Rolpa district:

- I. Rolpa municipality,
- II. Madi rural municipality
- III. Triveni rural municipality
- IV. Runtigadhi rural municipality and
- V. Sunil Smriti rural municipality

Context:

Rolpa district is well-known for its unique languages, cultures, traditions, and values, with over 75% of the total population belonging to various indigenous communities. As one of the remote districts in the Lumbini province, youth from these communities face economic and social challenges due to limited income generation opportunities. Most youth are migrating abroad for work in response to their economic challenges. This migration trend contributes to the declining status of youth participation in civic activities and their networks, leading to the need for more execution of youth-related plans and policies at the local level. Moreover, youths are less sustained in the targeted areas, as those engaged in agriculture are treated as less respective in the sector. In contrast, those in jobs are recognized as good or professionals in the community because of societal perception. Youth and marginalized communities have yet to be able to access the targeted programs introduced by the government such as subsidies in agriculture.

Due to the impact of a decade-long armed conflict in Rolpa, the communities, especially the Youths are still grappling with ongoing difficulties in various aspects of their life, such as social, economic, political, and educational. These persistent issues give rise to various social problems, including child marriage, polygamy, unemployment, and school dropout, adversely affecting the community. Though the government of Nepal provisions constitutional affirmative action, policy reforms, and launch plans targeting youth, their practical implementation is lacking. This leads to the youth's declining interest in civic space and less Representation in the planning and decision-making process at both local and provincial levels.

Therefore, the project aims to contribute to the institutional development of youth organizations (Formal or informal) and their networks by activating and enhancing their leadership and advocacy skills and engaging in different activities during the implementation of this project. Additionally, the project seeks to raise awareness about the role of youth in improving governance, thereby encouraging civil society, youth networks, local governments, and the media.

Problem statement:

Youth in the Rolpa district face the problem of exclusion from government planning and decision-making process due to the limited understanding of the youth-related rights, responsibilities, and provisions in the local governments, capacity gap, and reasons such as remoteness, caste, and ethnic issues, along with the disruption faced are highly affected region of conflict. Thus, the issues of exclusion have remained unaddressed, severely hampering youth's ability to attain equitable benefits from development activities at local levels. Hence, it is necessary to develop the capacity of youth and empower them so that they can raise their voice effectively for social change and community development, and to engage with decision-makers, making them aware of the importance and benefits of adequate inclusion of youth in decision-making.

Key Stakeholders:

- a) National Youth Council:
- b) District Youth Committee and Local Youth Council:
- c) Civil society Organizations, NGOs, and Donors:
- d) Youth Clubs, Red Cross, and Scout
- e) Youth Networks and Community Leaders:
- f) Youth Entrepreneurs:
- g) Local Governments
- h) Media House and Networks:
- i) Migrant Workers Networks:

Objectives of the project:

This project will have the following main objectives:

Objective 1: To enhance youth leadership and advocacy skills to enable effective lobbying for youth-related policy reform and plans at the local level.

Objective 2: To address societal concerns by facilitating youth participation and leadership in the democratic and development process.

Objective 3: Strengthen youth networks and contribute to their institutional development.

Grant Activities

During the grant period, DECOS will complete the following activities:

A. Establishment and Reformation of Youth Networks:

- DECOS will facilitate the formation or reformation of youth networks at both community and municipal levels, combining existing informal and formal youth groups.
- Community-level networks will prioritize marginalized communities and grassroots engagement, holding regular meetings to address youth-related issues.
- Municipal-level networks, named Yuwa Sanjaal, will focus on lobbying for youths' representation in development activities and coordinating with district-level youth councils.

B. Capacity Building of Youth Networks:

- Training sessions on human rights, leadership, advocacy, and GEDSI will be conducted to empower network members.
- Workshops on the roles and rights of civil societies and local governments will enhance participants' understanding and engagement in local governance.

C. Institutional Development of Youth Network:

- Support for institutional management training will be provided to enhance organizational development and sustainability.
- Proposal writing sessions will equip network members with skills to access local resources and engage in development activities.

D. Engagement of Youth for Community Awareness and Implementation:

- Dialogues with local governments will promote youth participation and accountability in local governance.
- Rolpakaa Yuwaka Kathaharu initiative will address cultural barriers and showcase youths' contributions to development.
- Linkages with media will broadcast youth networks' efforts, while coordination meetings with stakeholders will build relationships and widen engagement.

Overall, these activities aim to empower youth networks, enhance their representation and engagement, and address community issues through advocacy, awareness, and collaboration with stakeholder