

Job title	Director of Finance and Administration – USAID Better Health
Department	Global Health
Location	Kathmandu, Nepal
Reporting to	Chief of Party – USAID Better Health
Hours	Full-time
Liaison with	Options Global Health department, all member of the Options team, Long and Short-term Consultants
Type of contract	Fixed-term, 5 years with possibility of extension

About Options

Options Consultancy Services Limited (Options) is a global team of experts and innovators tackling some of the world’s most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change. We have corporate offices in the United Kingdom, Nepal, Nigeria and Kenya and have delivered client-funded projects in over 50 countries worldwide. Our experts are locally embedded in the countries where we work, and support the development of resilient, responsive and strong health systems to deliver universal health coverage for all.

With 30 years’ experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanizing social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalized.

Gender equality and social change are at the forefront of our work. We believe in a world where everyone can access the high-quality health services they need, without financial burden.

Options has worked alongside the health system in Nepal for over 25 years, with longstanding relationships with government and a deep and nuanced understanding of health sector structures and the current challenges and opportunities of transition to a devolved system. Our work has focused on strengthening the health system and enabling women and children to access the healthcare they need by overcoming financial, geographic, and social barriers and facilitating long term systems change. We have worked in partnership with government at all levels from national to district and palika, and through local communities, supporting the delivery of successive Nepal Health Sector Programs.

About the USAID Better Health Activity

Options is seeking a **Director of Finance and Administration** with considerable experience working on USAID contracts for an anticipated USAID-funded health project in Nepal. The 5-year, Better Health Activity will support the three tiers of governments to improve the health

system, especially around improved governance, improved demand-side barriers, and accountability of communities in the health system, and improved quality of health care services at the facility and community level.

Main purpose of job

The Director of Finance and Administration will be responsible for implementing robust and efficient administrative and financial systems for the delivery of Better Health, including monitoring all finance and administration policies and procedures for the Better Health program, as well as ensuring proper resource allocation.

The Director of Finance and Administration will work closely with the Chief of Party and other colleagues on finance, administration and compliance related issues to ensure targets are met and the program is properly administered. They will ensure that program objectives, outcomes, and deliverables are met and that financial, administrative, and reporting requirements are in compliance with USAID contract requirements and regulations, as well as the program's policies and processes. They will be the primary point of contact for all financial and administration management on the Better Health program. This includes responding to ad hoc requests and supporting the Better Health team and Options' global team in the financial management of the program.

The Finance and Administration Director will be responsible for ensuring the financial health of the program and the correct usage of funds and that the program is USAID compliant with all the in-country statutory reporting and regulation requirements with the relevant bodies in Nepal, including the Inland Revenue Department and other regulatory bodies. They will lead the statutory financial audit in Nepal and provide inputs and supporting documentation for the UK audit. They will also be responsible for leading the finance, compliance, administrative and logistics team and overseeing the HR function of the program.

Note: All levels of position in the organization assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Main duties

Responsibilities will include:

Financial Accounting & Reporting

- Prepare and update accounts, meeting the needs of the in-country statutory accounts production, reporting to USAID and reporting to Options at global level.
- Undertake monthly account reconciliations and management of all local bank accounts and prepare monthly cash flow statements for fund advances.
- Adhere to standard chart of accounts, ledgers and other standard financial management systems and instruments.
- Coordinate Nepal financial program and company statutory audits and liaise with auditors to ensure appropriate monitoring of Better Health finances are maintained.
- Manage payroll preparation for all Better Health locally paid staff; carry out disbursement checks, ensure all supporting documentation is in order for audit trail; oversee project timesheets and travel advances.

Program Budget Management & Reporting

- Ensure there is a robust system in place to manage and code the activity spending of the program.
- Ensure activity costs are accurately coded for onward submission to the Program Manager and Finance Teams and the Chief of Party. Respond to any cost queries and support the completion of the financial report.
- Manage project budget within approved spending levels and ensure project staff submit accurate and timely financial reports, forecasts and other financial documents.
- Lead on budget projections and reports for submission to USAID, including preparing monthly budget vs. monthly actual variance reports; supporting budget re-forecasting aligned to the project work plan; and assisting with budget development for new activities in Nepal.
- Oversee the implementation of systems for monitoring the implementation of plans to budget, lead corrective action where necessary.
- Work closely with the Chief of Party to ensure that the project is implemented in accordance with USAID policies and ensure the project's preparedness for USAID audit.
- Track and report program expenses in line with USAID regulations and Options' financial reporting systems and deadlines and guarantee that funds are available to implement the project as planned.

Partner Financial Management

- Monitor partner financial performance to ensure compliance with contractual obligations, budgetary requirements, and regulatory standards.
- Conduct regular financial reviews and audits of partner reports, statements, and invoices.
- Provide guidance and support to partners to enhance their financial management practices and compliance.
- Identify areas where partners may require capacity building in financial management and provide training or resources as necessary.
- Prepare and present regular reports on partner financial performance to organizational leadership and relevant stakeholders.
- Track and report program expenses in line with USAID regulations and Options' financial reporting systems and deadlines and guarantee that funds are available to implement the project as planned.

Team Leadership

- Lead and mentor the finance, administrative, logistics and compliance team, providing guidance, training and support to ensure their professional development.
- Foster a culture of accountability, transparency, and ethical conduct within the team.
- Oversee all project administrative tasks, including petty cash, procurement, staff travel, and HR administration, review, update and adhere to country tax law and requirement.
- Where necessary, support the development of programmatic finance policies, procedures, forms and tools in Nepal. Where policies are developed, adhere and contribute to other Options' policies.

IT

- Take responsibility for the procurement of IT Fixed Assets in line with the Options Procurement Policy, for the creation and maintenance of a Fixed Asset Register covering IT and associated assets and for the procurement and maintenance of an IT Support contract that is appropriate for the number of users that are supported.

Financial Integrity & Compliance

- Implement internal controls; safeguard the company's assets; ensure compliance to USAID regulations and Nepal law in all project dealings; support and facilitate program and company statutory audit procedures and ensure that audit findings are acted upon; take initiative on cutting costs to promote value for money.
- In collaboration with Options Finance and Compliance teams monitor and manage Options corporate presence in Nepal, ensuring national regulations and filings are adhered to.

Safeguarding

- Designated as the national Safeguarding Focal person.
- To act as a champion for safeguarding within Options, seeking to improve and drive the organisational culture such that a safeguarding mindset becomes embedded.
- Ensure that the name and contact details of the Safeguarding Focal Point are made available so that people know how to raise a concern/where to seek advice.
- To act as one of a number of points of contact for concerns regarding safeguarding incidents at country and/or programmatic level, and to raise those concerns to the Director of Global Health and the Assistant HR Director.
- To support the implementation and monitoring of the Child and Adult at Risk Safeguarding Policy.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Key skills

- Excellent planning and inter-personal skills.
- Excellent verbal and written communication skills in English and Nepali.
- Ability to multi-task and cover multiple work streams simultaneously, to work independently, and as a team member, under pressure and to deadlines.
- Excellent Word, Excel, PowerPoint and accounting/payroll software skills.
- Naturally committed and hard-working, with ability to work under pressure.
- Knowledge in using QuickBooks Accounting system.
- Strong financial and risk management skills
- Strong administration and organizational skills, good time management

Key experience

- Significant experience leading program finances and administration in similar roles for multi-year USAID contracts.
- Experience working with partners in a prime role and flowing down USAID regulations.
- Experience of managing payroll and related systems and polices.

- Experience providing administration and logistical support to team colleagues over multiple locations.
- Experience in procurement according to best practice guidelines.
- Experience working with international based consultants and colleagues and supporting travel and logistics.
- Experience of working as part of an international organization and providing reporting information.
- Strong analytical skills with experience in analyzing and interpreting annual budgets, financial monitoring and financial reports.
- Knowledge of national regulatory requirements for organizations such as Options.
- Demonstrable experience of working with USAID and familiarity with USAID practice and protocol pertaining to USAID contracts. Experience with USAID planning and reporting systems, administration, programming, and structure.
- Experience in managing budgets effectively with oversight on spending while providing regular oversight on issues related to risk and audit.
- Experience of risk management and mitigation in a program context.

Formal education/qualifications

A degree in Business Administration, Bachelor of Commerce and chartered accountant or equivalent in Nepal.

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

For this role, we're looking for an individual who is:

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills and a team player.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates Options' team member behaviours and professional self-development.

Other essential requirements:

- Commitment to equal opportunities.
- Commitment to the project's and Options' principles of Safeguarding, Do No Harm, and to creating an enabling policy environment for voluntary family planning
- Fluency in written and spoken English.

- Candidates must have the legal right to work in Nepal

Please note: this position is contingent upon funding being awarded to Options.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by: K Collins

Date: 25 April 2024

Version History (For HR use only)

Date JD reviewed by HR team member:	
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